PROGRAM OF REQUIREMENTS

For

Silver Spring Library

Department of Public Libraries

Final Revised:
May 2009

Montgomery County, Maryland
Department of General Services
Division of Building Design and Construction
101 Monroe Street, 11ᵗʰ Floor
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Revisions:

REVISED: April 2009 to include program changes and additions. Prepared by the Department of Public Libraries and the Division of Building Design and Construction of the Department of General Services as a result of five public meetings held with the Silver Spring community in the late summer and early fall of 2008 as part of the Master Planning process. Additions and changes were recommended by the County Executive and approved by the Health and Human Services Committee of the Montgomery County Council.

REVISED: September 2005 to include DPWT review comments.

REVISED: February 2005 to exclude Mobile Services (moving to Davis Library in space formerly occupied by the Special Needs Library.

REVISED: November 2004 to include the following statement at the beginning of the Staff Areas: Office spaces must comply with Montgomery County Space Planning Standards.

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CHAPTER 1.
<u>INTRODUCTION</u>

Goal of Program of Requirements
The overall purpose of replacing or expanding the facility is to create an attractive, welcoming building which encourages easy public access to all services and fulfills the mission statement outlined below.

Library Mission Statement
The public library offers free and equal access to services and resources to assist the people of Montgomery County in finding ideas and information to sustain and enrich their lives.

The Silver Spring Library is responsible for providing a full range of public library services to the Silver Spring community.   The service area of the library is primarily MNCPPC Planning Area 36. The Long Branch Library also serves part of this planning area. Based upon the demographics of the community, the following services and materials are needed to meet the needs of users: reference and information services and professional guidance in accessing material for children, young adults and adults; a broad-based circulating collection on a wide variety of subjects; a sizable selection of popular print and non-print materials; sources to supplement the school curriculum from early childhood education through the high school level; linkage to the library system electronic databases and the internet as a whole through the SIRSI integrated library system (ILS); referrals to other sources of information; and programming activities to supplement and enrich other services are required. Library services must also meet the language needs of this diverse community. A Disability Resource collection will be provided and a media lab with specialized software tools for the disabled. A collection on arts and entertainment and a local history collection will be developed. Some artifacts from the Silver Spring Historical Society may be incorporated if the design of the library permits.

Current Facility
The Silver Spring Community Library is the oldest community library in the Montgomery County Library System. It is the second smallest community library in terms of size of facility and has the smallest collection of non-periodical materials of any community library. The library provides a full range of services to the diverse community.   At the same time, the Silver Spring area is growing in terms of the size and diversity of its residential population and is experiencing significant expansion of its business community. The lower level office space formerly occupied by the Mobile Services Unit was converted in 2008 to office space for Information Services staff and the Library Manager, allowing the workroom on the main level to be reconfigured for circulation services staff workspace and workroom functions.

Planning Process
At the urging of residents who viewed the existing Library to be inadequate to meet the current and future needs of Silver Spring, the Montgomery County Council approved funding in the spring/summer of 1999 for the development of a study to determine library needs. This resulted in the *Community Based Library Services Plan for the Silver Spring Library*, which was released in August, 2000 The Plan was viewed as the first step towards establishing a program of requirements for an expanded, more comprehensive library in Silver Spring to better serve its demographically and ethnically diverse residents and its growing business community.

The Silver Spring Library Planning Committee was formed in September 1999 The Committee was composed of Silver Spring residents who represented various civic associations within the Library's service area; representatives of ethnic groups who live in Silver Spring, the Friends of the Library, Silver Spring chapter; the Silver Spring Library Advisory Committee and the Silver Spring Chamber of Commerce. Assisting the Committee were Montgomery County Public Libraries (MCPL) staff and a consultant.

The Committee arranged for a professional and scientific telephone survey to be conducted in February 2000 and held public hearings in April and July of the same year to solicit input from the Silver Spring community about a new library. Over a period of 11 months, the Committee gathered and analyzed information on the community's needs for library services and developed recommendations on a program of requirements for a new library that would meet those needs. The Community Based Library Services Plan, describing the process undertaken by the Committee and its recommendations for a more comprehensive library in Silver Spring, was produced in August of 2000. The Plan also detailed an initial program of requirements and provided demographic data. That report is available upon request to the Director's Office, Department of Public Libraries.

In the fall of 2000, funding was provided to identify suitable sites for a new library. The Silver Spring Regional Services Center formed a Site Evaluation Committee composed of representatives from civic associations, the Chamber of Commerce, the Silver Spring Library Advisory Committee (LAC), the Silver Spring Friends of the Library (FOL), the Regional Services Center Advisory Board, and individuals with disabilities. The Site Evaluation Committee was assisted by staff from the Regional Services Center and the Library Department.

In September 2001, after reviewing 20 sites, the Site Evaluation Committee issued a final report with a comparative evaluation of six sites, including the current library site. The Committee recommended a site on the southwest corner of Wayne Avenue and Fenton Street.

In February 2002 The Silver Spring LAC provided testimony before the County Council urging acceleration of the funding for the new library, then set to begin with design in FY08.

In August 2003 the Library Department released the final revised Program of Requirements (POR) for the new library, recommending a facility of 29,085 net square feet (including the Mobile Services office). The POR was revised in February 2005 to exclude the Mobiles Services space requirements when the decision was made to move the Mobile Service Unit to the lower level of the Davis Library, and again in September 2005 to include the Department of Public Works and Transportation (now the Department of General Services) review comments.
The Silver Spring LAC again testified before Council in February 2004 to urge acceleration of funding for the new library to be earlier than FY08. In the spring of 2004, the Montgomery County Council revised the FY05-10 CIP to include design funding in FY07 and approved the site recommended by the Site Evaluation Committee and the County Executive.

In 2005 the proposed acquisition of the site went through the mandatory referral process of the Maryland National Capital Park and Planning Commission. That same year, the County hired appraisers to assess the value of each of the seven properties privately held on the site at Wayne and Fenton (the 8th property was a condemned apartment building owned by the County) and then issued offer letters to the owners. Acquisition of all of the properties was finally completed in spring 2008.

In the summer and early fall of 2008, as a result of requests made by the Community for a New Silver Spring Library, the Silver Spring Library Advisory Committee, and the Silver Spring Friends of the Library, the Library Department, Department of General Services, Division of Building Design and Construction, and the Silver Spring Regional Services Center sponsored five public meetings (two with teens as the primary audience). The meetings were held to solicit community feedback about services and programs that residents liked in the current Silver Spring Library facility and that they wanted to see in the new library. The 400 plus ideas generated at the public meetings were then reviewed by Department of Public Libraries staff, the architects for the Silver Spring project, and staff from the Division of Building Design and Construction for possible inclusion in the new Silver Spring library. As a result of that review, the space requirements for the new library increased from 27,855 net square feet (38,440 gross square feet on two floors) to 37,251 net square feet (63,327 gross square feet on three floors).

Because the property acquired for the new library was intended to have other public and private use components, the County Council requested that the Department of General Services, Regional Services Center, and Department of Public Libraries hold a public meeting to discuss the uses that needed to be accommodated on the site and to solicit feedback on how those uses should be arranged on the property. A series of five public meetings were held in the fall of 2008 to solicit input, review the massing options developed by RTKL Associates, Inc. (the urban design planner hired by the Division of Building Design and Construction), review the option recommended by the County Executive to the County Council, and review the option of using a mid block crossing from the Wayne Avenue Garage versus a parking access bridge from the garage to the main level of the new library.

The HHS Committee of the County Council voted in December 2008 to fund the site development use arrangement that placed the three floor library at the corner of Wayne Avenue and Fenton Street with space set aside for a residential development, future Purple Line station and light rail tracks on the site. Space for an arts and entertainment non profit organization and County offices was also included as part of the library building structure. This option allowed use of the Wayne Avenue Garage for parking for library customers and County library and office staff with the provision of a parking access bridge from the garage to one of the library building levels.

However HHS Committee members also asked that the County evaluate the pros and cons of a mid-block crossing instead of a pedestrian bridge. In February, 2009, County staff reported that the Montgomery County Department of Transportation evaluation of the mid block crossing concept resulted in a recommendation that it not be implemented, and that Maryland National Capital Park and Planning concurred that a mid block crossing was not a safe or practical alternative to a pedestrian bridge. The HHS Committee determined, based on recommendations from the attorney for the County Council and testimony from MNCPP, that a bridge was in violation of the 1999 Urban Renewal Plan, and that including it as part of the library site could only be done if the Urban Renewal Plan was formally amended. The County sent a draft resolution for that amendment to the Council in March 2009 to begin the formal process. Until a final decision is made on amending the Urban Renewal Plan, the Library Department continues to include a parking access bridge in all designs that are being developed.

Projected Library Use
The Silver Spring community is unlike any other in the Montgomery County Public Library system. It most closely resembles the Twinbrook community with ethnically diverse neighborhoods and with high rise and garden apartments nearby. A major difference is that Silver Spring also has a large area of upper middle class, single-family housing. Projections for library use at a new Silver Spring Library were initially based upon a modified Twinbrook Library profile, and were updated in 2008 based on modified Wheaton, Rockville and Germantown Library profiles. The circulating collection of the Silver Spring Library is expected to be used in much the same way as the Twinbrook and Wheaton Libraries.

The Twinbrook profile is further modified, because Silver Spring is in an urban center, and it is at or near a central-business district, depending upon the selected site. The revitalized Silver Spring is expected to have a major impact on the Library. Therefore, it is expected to have more in-house use of materials and a greater daytime business use than Twinbrook. More seating (lounge, as well as tables and chairs) is needed for in-house use of materials. Many people in the community—especially those in apartments—report that they need a safe public place to gather and a quiet place to study. A large periodical section, tutor and group study rooms, and media labs, which will be used by the public for information access when there are no classes needed in the new facility, will be included in the new building. At least two meeting rooms are needed—a large one with an operable wall and a small one, for staff use for library programs, for community

use, language (ESOL) classes for New Americans and for other civic meetings. Because of greater in-house use of materials, shelving to accommodate 75% instead of the traditional 67% of the collection is being planned.

Silver Spring Demographics
Located in the heavily populated, down-county area, the Silver Spring Community Library serves a diverse and growing community. With redevelopment, there have been even more changes. Silver Spring's revitalized town center has become a destination. People travel to Silver Spring to shop, dine, and stroll, as well as to work. This will impact the number of people visiting the new library location and using library services.

According to the December, 1999, Silver Spring Master Plan, by the year 2020, there will be a net increase of 11,000 jobs and 2,800 households in the Silver Spring Central Business District.[1] The January 2008 Demographic Update for the new Silver Spring Library[8] shows that more than 30,000 people worked in the Silver Spring CBD in 2005 with 80% in office buildings and the remaining 15% in retail and 5% in industrial and flex spaces. The update also reports that nearly 900,000 square feet of new commercial space has been approved for construction in the CBD, which will net 2375 new jobs within walking distance of the library in the next few years. The forecast for an increase in the job base is 1400 new jobs by 2010 and an increase to 33,526 by 2020 and 35,564 by 2030.

The January 2008 Demographic Update also indicates that the number of households will increase from 37,020 in 2005 to 40,000 by 2010 and 48,000 by 2030. [8]

This will bring increased demand for library services. In this urban area:
- The Silver Spring population is significantly more diverse than the county as a whole, with fewer people identifying themselves as White or Asian and more identifying themselves as Black and Hispanic, as shown by the 2000 Census.[2]

<div style="text-align:center">Silver Spring CDP   Montgomery County</div>

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[1] North and West Silver Spring Master Plan. Silver Spring, Maryland: Maryland-National Capital Park & Planning Commission , 1999. 6, 42.

[2] U.S. Census, 2000, Profile of General Demographic Characteristics: Silver Spring Census Designated Place, Maryland. Please note: for the first time in 2000, the Census allowed people to identify with more than a single race. Figures shown are for percentages of those who chose that race alone or in combination with one or more other races. Because people can choose more than one category, percentages can add to more than 100%.

White	49.6%	67.3%
Black	30.4%	16.3%
Asian	9.2%	12.3%
Hispanic (of any race)	22.2%	11.5%

The 2008 Demographic Update indicates that minority residents (those part of a group other than single-race, non Hispanic white) represent 53 percent of the population in the 2 mile radius around the new library compared to 44 percent of the overall County population. [8]

	Silver Spring CDP	Montgomery County
Black	30%	17%
Asian	10%	13%
Hispanic (of any race)	14%	14%

- More people in the Silver Spring Planning Area walk or ride public transportation to their places of employment than in any other area of the county: 32% versus 15.1% for the county overall.[3] The 2005 Census Update shows the numbers as 27.4% for Silver Spring and 15.5% for the County. [8]
- More people in the Silver Spring Planning Area live in high rise apartments than in other areas of the county: 40.7% versus 9.8% for the county overall.[1] In 2005, slightly more than half of the housing in the area (or 19,245 garden and high rise apartments) was multi family in nature. In 2008, MNCPP reported that the area within 2 miles of the new library site included 25% of the County's existing high rise apartments with "significantly more multi-family housing" expected in the future. [8]

The *Community Based Library Services Plan for the Silver Spring Library, August 2000*[2], highlights demographic information for the Library's service area, defined as the region within a two-mile radius around the current library. Compared to the service areas of other libraries in the county, the population is:

- 15.8% young adults, aged 18-29 – a higher percentage than the overall County's 13.1%. In the 2005 Census update, 18-29 year olds were 15.2% of the population compared to 12.3% for the County. [8]
- 6.3% older persons, over age 74 – a higher percentage than the overall County's 5.1%. In the 2005 Census update, those over 74 were still 5.1% of the Silver Spring population but the County average increased to 5.4%. Those age 65 and over are expected to have the highest increase (at 34%) of all age groups between 2005 and 2030.

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[3] 1997 Planning Area Profiles: Silver Spring Planning Area 36. Silver Spring, MD: Maryland-National Capital Park & Planning Commission.

[4] Ibid.

[5] Statistics in the next 7 bulleted lines are from Community Based Library Services Plan for the Silver Spring Library, August 2000. Rockville, MD: Montgomery County Department of Public Libraries. 6,7,8. The 2005 Census Update figures are from the Demographic Update for the new Silver Spring Community Library. M-NCPPC Research and Technology Center, January 24, 2008

- Less likely to have household income over $50,000 per year: 34% of households as opposed to the overall County's 47%. The 2005 Census update showed that 34.6% of the households in Silver Spring earn between $50,000 and $99,999 compared to the County average of 33.6%.[8]
- More likely to have children participating in the Free and Reduced-Price Meals System (FARMS) at school.
- Less likely to own a computer. While 63.4% of Silver Spring residents have computers, the rate of computer ownership among high-rise apartment dwellers is less than 50%, well below the County's overall rate of computer ownership of 67.6%.
- Less likely to have completed high school. 10.8% have not completed high school. Only the planning areas of Clarksburg, Kensington/Wheaton, and Takoma Park have a higher proportion of persons who have not completed high school. In January 2008, approximately 7% of the adult population in the two mile radius around the Silver Spring Library lacked a high school diploma; this was equivalent to the County average. [8]
- Similar to the County overall in percentage of college graduates, with 58% in the library service area holding college degrees. The overall County figure is 59%. In January 2008, about 39% of those within a two mile radius held a graduate degree compared to 35% of adults in the County as a whole. [8]

Additionally, the 1997 Census Update Survey Planning Area Profile for the Silver Spring Planning Area shows that over 29% of household heads or their spouses are foreign-born.[1] In 2008, the number of household heads had increased to 32% in the two mile radius from the library service area.[8] Immigrants are from many different parts of the world, including Caribbean and African nations.

High enrollment in Montgomery County Public Schools' English as a Second Language program (ESOL) confirms that residents are using other languages at home. Silver Spring schools have a high mobility rate and are the most ethnically diverse in the County. At Montgomery Blair High School, ESOL classes are serving students using at least 25 different languages at home, and Albert Einstein High School serves students speaking at least 23 different languages. The school system's central ESOL office reports that in April, 2001, the following languages were those most spoken at home among students taking ESOL classes countywide: Spanish (56.7%), Chinese (5.5%), Korean (4.3%), French (4.1%), and Vietnamese (3.5%).[2] According to the 2006 Demographic Profile of the Youth Population,

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[6] 1997 Planning Area Profiles: Silver Spring Planning Area 36. Silver Spring, MD: Maryland-National Capital Park & Planning Commission.

[7] Montgomery County Public Schools ESOL program office provided the figures in theis paragraph on 8/6/2001.

[8] Demographic Update for the new Silver Spring Community Library. M-NCPPC Research and Technology Center, January 24, 2008.

32% of school age children in the County speak a language other than English at home compared to 36% of adults. Of the youth ages 5-17 in the County, 15% speak Spanish, 8% speak Asian or Pacific Island languages and 8% speak other Indo-European languages. [9] The Silver Spring schools conform to this pattern. For further detail about school demographics in the Silver Spring Library's area, see the *Community Based Library Services Plan for the Silver Spring Library, August 2000*, page 7.

Level of Usage

The Silver Spring Library accommodates the following current volume of use: (Fiscal 2008 figures)

- circulation: 354,093
- foot traffic: 819,803
- library sponsored preschool and school age children's programs: 123
- preschool and school age children's program attendance: 6256

After moving to a larger facility with space for a larger collection and with adequate parking, use– as measured in circulation– is expected to grow to match libraries of similar size. If Silver Spring's circulation mirrors the same increases seen at Rockville and Germantown one year after their openings in new buildings, the circulation could increase to between 467,400 and 507,000 items per year as one measure of anticipated growth.

Meeting Room Use

Silver Spring Library has two public meeting rooms, one booked by the public and staff and the small one booked and used by the staff. Both rooms are among the most heavily used in the County. The Silver Spring Library uses them for public programs and library-sponsored workshops. There are several ESOL (English for Speakers of Other Languages) classes in the large meeting room each week. Many community and civic organizations also take advantage of their availability.

During FY 08, the meeting rooms were used as follows:

- 123 Library-sponsored preschool and school-age children's program with a total attendance of 6256
- 67 Library-sponsored adult programs
- 215 hours of use by the public

Organizations using the facilities included county, state and federal agencies, community and civic associations, local homeowners associations, religious, cultural and educational organizations.

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[9] A Demographic Profile of the Youth Population (2006) Montgomery County Maryland, M-NCPPC Research & Technology Center, October 19, 2007.

The new library will require at least two public meeting rooms to meet the needs of the community, since it is located in the CBD which has excellent public transportation. The meeting rooms can be shared with the arts and entertainment nonprofit organization. The large meeting room should have an electric-powered operable wall to subdivide the room and offer flexibility in meeting community needs. The new library will be close to the new Silver Spring Civic Building, which will also have public meeting room space available for the community to use.

Current Hours of Service

The hours of service are:

Monday, Tuesday, Thursday	10:00 - 9:00
Wednesday	01:00 - 9:00
Friday	10:00 - 5:00
Saturday	10:00 - 5:00
Sunday	01:00 - 5:00

Proposed Hours of Service

Monday – Thursday	9:00 – 9:00
Friday and Saturday	9:00 – 6:00
Sunday	Noon – 8:00 (year round)

Current Staff Complement

The *Silver Spring Library staff* consists of 12.5 work years, including 8 full time positions:

1 Library Manager
1 Assistant Branch Manager (Senior Librarian)
2 Librarians II's
1 Library Associate
1 Library Assistant Supervisor
1 Library Assistant II
1 Library Assistant I

In addition, there are 9 part-time merit staff, working 20 hours per week:

3 Librarians I's
1 Library Associate
2 Library Assistant I's
2 Library Desk Assistants
1 Library Aide

plus,

8 shelving assistants (non-merit, working a total of 82 hours per week).

Proposed Staff Complement*
Full time – 18 work years
    1 Library Manager
    1 Assistant Branch Manager
    9 Information staff positions (classifications to be determined as part of operating budget submittal)
    1 Library Assistant Supervisor
    1 Library Assistant II
    2 Library Assistant Is
    2 IT Tech I

Part time – 8 work years
    8 Information staff positions (including up to 6 positions at 30 hours; classifications to be determined as part of operating budget submittal)
    2 Library Assistant Is – 30 hours
    3 Library Desk Assistants – 20 hours
    2 Library Aides – 20 hours
    14 pages

*The three service floors require minimum safety and security staffing of two staff members on each floor for every hour the library is open to the public.

Additional Staff Needs in the New Library
If circulation increases as projections indicate, the Department may need additional staff to meet community demand. The need for any additional staffing will be determined by the Department through workload analysis. Changes to staffing complements may be accomplished with transfers of staff from other branches, temporary placements, or requests through the operating budget process for additional approved positions. Staff work room spaces should be designed with sufficient space and flexibility to allow for changes in staff complements or alternative layouts in the future.

Due to the urban location and the expected usage of the building, the Library Department will request funding in the Police Department budget for one full time police officer/security guard to patrol the library interior at key hours every week, and will ask the Downtown Silver Spring Clean and Safe Team ("Red Shirts") to expand the area served to the new library building location. In addition, 20 hours of sub coverage per week will be requested to cover staff leave and attendance at trainings and meetings, in order to maintain the minimum safety and security levels of two persons per floor.

CHAPTER 2
REQUIREMENTS FOR THE LIBRARY

A. General Requirements

The Silver Spring Library described by this Program of Requirements is a freestanding building dedicated to library service. The approved site will include residential housing, an arts and entertainment non profit organization, County office space, a proposed station for the Purple Line and some retail in addition to the library building

The facility must be designed in accordance with all applicable codes and standards, as well as the Montgomery County Manual for Planning, Design and Construction of Sustainable Buildings and the Montgomery County Energy Design Guidelines, latest versions.

1. Site

The site, totaling 66,391 square feet, was assembled and acquired by the County from a series of smaller parcels in downtown Silver Spring. Fronting on Wayne Avenue, Fenton Street, and Bonifant Street, the site occupies a large portion of the block it sits on, and is adjacent to The Crescent, a high rise residential condominium also fronting on Wayne Avenue. Roughly the northern half of the site has been designated for the Library and Arts Center, and the remainder is for a future residential development. See Appendix for approved site plan.

In January 2009 the Maryland National Capital Park and Planning Commission recommended that the Purple Line light rail alignment option running through the Silver Spring Library site be the preferred alignment through Silver Spring. This alignment calls for a station on the library site. Design alignment of the light rail system has been preliminarily determined. It runs at a diagonal through the library site, with the station platforms extending approximately two hundred feet on either side of the tracks.

It is expected that the Library and Arts Center will be constructed prior to the light rail station. The streetscape will be greatly influenced by the station's final design. The design team for the library facility will work in close coordination with the Maryland Transit Administration to ensure the best coordination on the projects.

Parking for staff and visitors to the library building will be provided at the Wayne Avenue garage. Negotiations should be arranged with the Department of Transportation's Parking District unit for designated short term library and increased ADA parking on the parking access level exit of the garage as well as designated staff parking spaces. Signs in the parking lot must state that the lot is for time-limited "library use only" and that "violators will be towed." Parking lot lighting must be adequate to ensure security for persons and property. Department and County

staff have requested approval for a parking access bridge over Wayne Avenue to provide more convenient access to the library by those driving to the site and by individuals with disabilities. A book drop and handicapped access drop off area will be designed on the service alley entrance to the facility. The book drop should be located on the exterior of the building close to the drop off area for maximum accessibility; interior lobby access to the same book-drop room should also be provided. If RFID security allows check-in and minimal sorting of the book-drop returns, then two slots should be provided allowing for separation of print and non-print materials. Clear and distinct exterior signage (and interior for the book-drop) indicating the location of the book drop and the drop off parking must be provided. Comfortable durable benches will be provided in the entrance lobby to the building and in the entrance point on Fenton Street. Attractive, durable trash cans need to be placed near the entrance(s) and/or wherever people may gather.

Direct, easy access for deliveries to the building work areas should be provided (including easy accessibility to the service or public elevators) with a loading dock for US Post Office deliveries and a ramp to the door so interoffice delivery tubs can easily be rolled into the building. This delivery area must be shielded from public view and have "no parking" signs posted. There should be a screened concrete dumpster pad in this area, and a dedicated area for parking of a maintenance vehicle.

The building should be oriented on its site to clearly project the architectural statement of the building to the community and to arriving customers; the building, not the plaza or the light rail station, should make the initial statement. Energy considerations, security of customers and employees, and interior illumination quality should also be considered when determining building orientation and landscaping.

A lighted building sign should be clearly visible from the street, detailing the name of the facility with the hours posted in a font large enough to be readable. There should be remotely accessible controlled electric signs at each public entry indicating whether the library is "open" or "closed." There should be a lighted, protected (covered), "digital banner" or sign space on the building where special library programs and activities can be advertised to the public (consider a marquee similar to the one at the Towson Library in Baltimore County or a running banner like the one at the AFI Silver Theater and Cultural Center in Silver Spring). A single, lighted flagpole with a mechanism to fly three flags must be located near the building sign.

The site should be planned to minimize the impact to any significant existing site features, including existing trees and landscape buffers. New landscape buffers should be planned to minimize noise and visual disruption from traffic, the planned Purple Line, and commercial enterprises; low maintenance landscape materials must be specified. The landscape must also be planned with security in mind, making certain there are not places for people to hide. Mechanical equipment, transformers, etc. must be screened from view (screens must allow for proper airflow per manufacturer recommendation). An effort should be made to provide for open

space that can be used for outdoor library and community functions with some seating and a small raised area for presentations or staging for events. A rooftop sustainable garden should be considered for placement on one of the top floors. This garden should be designed to meet the LEED certification requirement as an educational element, allow bookings by the Community Use of Public Facilities (CUPF) for community and other local events, and potentially provide access for library customers wishing to take advantage of the area for reading and quiet study.

A statue[10], "Lion" by Marcia Billig, sits in front of the current library and must be used at the new library building. Dedicated in 1990, the bronze statue measures approximately 4' by 3' by 3' with a concrete base that is 31" x 19" x 24". The lion rears above an open book, and near his foot is his companion from Aesop's fable, a small mouse.

2. <u>Site Selection Criteria</u>

The following site selection criteria were established in 2000 in meetings with the Library Department, the Division of Facilities and Services, Silver Spring Regional Services Center Director and staff. These criteria were approved by the Site Evaluation Committee and used to select the site at Wayne Avenue and Fenton Street where the library will be built. The criteria included:

❖ Location Within Service Area – in or near the CBD, avoiding Long Branch service area
❖ Size – large enough to accommodate the building on a single floor, and if that is not possible, with all of the public services on a single floor, and adequate parking as defined in the POR
❖ Shape and Topography – consistent with an ADA accessible library
❖ Accessibility – safe *and* convenient for vehicles
❖ Visibility – should be prominent from the road
❖ Public Transportation – conveniently available
❖ Pedestrian and Bicycle Access – safe *and* convenient
❖ Positive Synergy with Adjacent Uses – uses should complement each other; co-location opportunities will be considered.
❖ Revitalization Impact- does the site enhance the revitalization effort?
❖ Parking – convenient
❖ Availability – willing seller
❖ Master Plan Compliance
❖ Community Support

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[10] From Smithsonian American Art Museum Inventories of American Painting and Sculpture http://siris-artinventories.si.edu/ipac20/ipac.jsp?&profile=all&source=~!siartinventories&uri=full=3100001~!316382~!0#focus

3. Building

The building form and entry should make an inviting, aesthetically pleasing, and noteworthy design statement. The architecture should be sensitive and responsive to its neighborhood context in aspects of site planning, formal composition and choice of building materials. The design should be appropriate in material and style for an urban setting. The resulting design should be a significant, positive addition to the Silver Spring community.

Both public and staff entrances are required and there must be a delivery/loading area that has easy and convenient access not only into the building but between floors and a service elevator that opens into the General Circulation Workroom. Public and service elevators should have wall guards (at least 3 inches high) due to the movement of book trucks and book tubs between floors.

The library collection will total 175,000 volumes/items, with shelf space for about seventy-five percent (75%) of the collection (assumes about 25% is checked out at any given time). Electronic access to information will include connections to the Department's SIRSI integrated library system (ILS) and the Internet. The interior library spaces must be wired for maximum flexibility for connection of power; voice, and data lines; all reading areas, quiet study, tutor and group study rooms and other workspaces for customers must accommodate personal computer connections.

The building interior is conceived as a single, large, flexible, self-service open area spread over multiple floors, with easily comprehensible arrangements of collections and services. The use of signage, colors, and types of furniture should clearly indicate the function and purpose of public areas; color coordinate areas to assist with opening and closing the building. A signage system should be chosen that is digital in nature allowing for easy updates for signs that are not permanent. Signage must be multilingual to reflect the community demographics and should consider the needs of all audiences (blind, low vision, deaf, mobility impaired, etc.). There must be spaces to display materials. The children's area and children's program space will have special identities within the other elements of the collection.

The major areas of the building are: circulation; the circulating collection (children's; young adult; adult general, periodicals); reference; adult, young adult and children's seating areas; adult and children's quiet study, tutor, and group study rooms; public meeting rooms; early learning activity area (part of general children's room); children's program room; and staff areas. One information service point/kiosk will be located on each floor with a greeter kiosk/service point on the main entry level. Staff will be assigned to a service location and/or to "rove" in this building when scheduled on the public service floor.

Furnishings and equipment must be designed and selected according to ergonomic principles to

maximize both the comfort and efficiency of the staff and customers as they use the materials collection and the electronic environment. Although most of the furniture and equipment needs to be replaced, some existing furniture and equipment may be moved from the old building (i.e., computers, AV carts).

All furnishings should be handicapped accessible including reading tables with pedestal bases instead of four legs and table heights that accommodate wheelchairs. Accessibility by individuals with varied challenges (sight, hearing, mobility) should be considered in every phase of the design from the floor layout to the furnishings to the interior finishes.

Community donations of artwork should be considered as part of the general design of the building and site (see fire truck description under Setting for the Children's Area/Children's Collection). Suitable blank walls should be identified and art hanging systems installed for artwork displays.

An historic mural was restored and installed in the current building by the Friends of the Silver Spring Library in 1997. "The Old Tavern," painted by Nicolai Cikovsky in 1937, had been commissioned through a federal New Deal art program and had hung in the old Silver Spring Post Office until 1991. Five feet high and 16 feet long, it portrays Union soldiers (including a young African-American) reading their mail in front of a tavern which once stood where Colesville Road and Georgia Avenue intersect. This mural must be installed in the new building.

The "Lion" sculpture described in the "Site" section of this document should be included in the design of the new library.

Surface treatments in all public areas must be relatively maintenance free. Evidence of graffiti, stains, spills, and wear and tear should be minimized with the selection of building materials and should be easily removed/fixed when problems occur. Materials selected should necessitate only simple cleaning, reduce wear, and augment a neat and clean appearance.

All painting on accessible walls in public, staff, and delivery areas should be "washable" with soap and water. Rugs should be durable (lasting at least 15 years) with walk off mats in heavily trafficked entry and exit areas. Different patterned carpet squares should be considered for heavily used areas (so replacement is easier when wear and tear occurs). Wall (at least 3 inches high) and corner guards should be placed in all public and staff areas where damage can be done with book trucks, book tubs, and/or by delivery personnel.

Materials selected for floors, windows, and lights must be easily maintainable and within the scope of the current General Services Facilities Maintenance cleaning contracts; bulbs for lighting fixtures must be easily purchased under current contracts and not require special orders

or result in lengthy delays (more than two weeks) in replacement.

B. Safety and Security

Effective security must be provided for the staff, the public, and library materials and equipment. Specific needs include:

-   A new Radio Frequency Identification theft detection system is required to prevent loss of books and materials. The gates must be well integrated into the library entry area and located as unobtrusively as possible on all public floors and at doors with public exits. Gates must be placed between the entry doors and the circulation desk, without impeding traffic flow or access to the desk. Equipment that will allow customers or staff to check out multiple items at one time and deactivate security tags as well as equipment that will check in book drop returns at the point of the return in the book drop room must be provided as part of the RFID system specified.
-   Security system, which detects sound and motion when the building is closed. Designer shall coordinate requirements with the County's Security consultant.
-   Fire suppression and alarm system in accordance with current code requirements.
-   Automatic door openers push pad activated at main entry doors and public restrooms for persons with disabilities. Exterior doors must be keyed alike; interior doors must be keyed alike except for specific offices, equipment or storage areas.
-   Exterior lighting to ensure security for persons and property.
-   Security mirrors and closed-circuit monitors/security cameras placed strategically to monitor activity in the building and on the outside premises. Designer shall coordinate requirements with the County's Security consultant. Size of the building will probably require more than 16 cameras.
-   Lines of Sight need to be designed into the building layout, with the goal of allowing staff from various service points (circulation and information desks) to monitor all public areas of the facility.
-   Emergency doors need alarms to alert staff when they are opened.
-   Emergency lighting as required by current codes for times of power failure.
-   Non-slip floor tile and carpeting for safety of customers and employees.
-   Non-slip stairs at entranceway
-   Indoor Air Quality is an issue in all library buildings. Comfortable temperatures and humidity, as well as fresh air is important to our customers and our staff. Operable windows are needed. Air intake vents must be located away from parking and driveway areas and roof air vent units for other tenants to make sure fumes do not get into the library portion of the building. Special care must be taken to ensure that there will be no air quality issues as a result of the Purple Line station running under the cantilevered part of the library building with the station platform close to a lobby entrance.
-   Water filters are needed on faucets in the staff kitchen and drinking fountains.

C. Wiring

The facility must be wired flexibly (consider structural cable system) so that power, voice, and data lines are easily available everywhere (staff and public areas) in the building for a variety of electronic media, with flexibility for future technologies (including in the meeting rooms, conference rooms, children's program room, and group study room). Flexibility is also needed to accommodate future rearrangements of shelving and furniture. Wiring for digital display units should be provided on each floor. Cable television conduit should be provided in the staff lounge and at staff agreed upon locations on each of the public floors.

Electronic Media and Miscellaneous Equipment: Because of the increasing use of electronic equipment, ample conduit runs of sufficient size to serve the facility and allow for future expansion are required. Flush mounted floor outlets and ample numbers of wall outlets (preferred for maintenance) for electrical service and cabling should be provided at regular intervals throughout the building in both staff and public areas. Use of flush mounted outlets should be coordinated so that they do not limit flexibility or present a safety hazard to those walking in areas of use.

Wiring of Millwork and Furniture: Provide generous raceways and wire management devices in desks and work space areas as well as carrels and tables in public reading and study areas and in tutor, group study, and quiet study rooms. Power and network connections must be available for computers at public workspaces, as well as staff spaces.

Telecommunications: Provide a telephone system that meets the complex needs of customers and staff. This telephone system will require sophisticated telephone sequencing capabilities and a public address system that reaches all parts of the library. Planning for telecommunications must be a part of the early design phase. Access to voice and data lines must be possible throughout the reading and collection areas. If feasible, telephones should be available for staff to use in the stack areas. Provide a hands free phone system (one model is made by Vocera) that will allow staff to walk through the building and stay in contact with other staff at the service points or in the workrooms and offices. This should include sufficient hands free devices for staff scheduled at service points PLUS the maximum number of staff assigned to "rove" on any given shift (minimum of 15) PLUS 5-10 additional devices for management and Information Technology staff. Provide a PA (public address) system that reaches all parts of the building, either through the telephone system or an independent system, if necessary. The public address system should be capable of announcing or not announcing in targeted areas of the building and on each floor (for example not announcing in meeting rooms while meetings are in progress or specific announcements just for the children's program room). Flexibility in access to phone and data lines is critical. Provide 4" PVC conduit from telephone/data room to a point outside the building. Cap the conduit 12" above ground/floor

level. These are current standards that might be changed as technology changes.

Wired Data Transmission:. Provide data conduit and cabling for all public and staff computers including those to be located in reading areas, group, quiet study, and tutor rooms, media labs, service points, staff offices, and staff workrooms.

D. Lighting

Interior lighting requirements include:

Ample non-glare lighting, of sufficient intensity for reading, should be provided as well as task lighting adequate for carrels, work stations, desks, lounge areas, and shelving areas. Lighting should be provided to accommodate tasks having special requirements, such as video display terminals, library displays, etc. The requirements of the library should be particularly noted, providing maximum flexibility and allowing for possible future reconfiguration. Where standard, unlighted shelving is used, light must fall between rows and provide adequate illumination of lower shelf areas. Coordinate interior lighting with DFS Energy Guidelines.

Operable windows that are within the reach of staff, allowing air to enter the building when HVAC system is off or not working and providing natural light for offices and workroom space, must be provided. In all cases, blinds, external shading or overhangs must be provided to control solar gain and glare. Natural lighting using roof monitors is desirable; skylights are not acceptable.

Light switches should be located only in staff areas or areas under staff control; separate switches are needed for each major area of the building.

Lighting in meeting rooms and in the Children's Program Room should be configured so all lights are on dimmer switches. Lights at front of each room should be able to be dimmed separately while the rest of room lights remain bright.

Lighting must be designed in accordance with the County's Energy Design Guidelines and the Energy Conservation Program of Requirements.

All lighting fixtures specified for the new building should use standard bulbs currently stocked by Montgomery County Division of Facilities Maintenance.

Lighting leading to exterior exits and different service areas should be incorporated in floor designs.

Lighting levels should be considered in design for those who are visually impaired.

Exterior lighting requirements include:

Building entrances and book drop areas and all pedestrian and vehicular access routes which lead to them must be well lighted for security. The flagpole must be lighted to allow the flag to fly 24 hours per day.

Adequate lighting must be provided for stairways and walkways.

Pole fixtures must provide a low cut-off angle to eliminate glare and spillover of light to adjacent areas. Exterior lights should be automatically controlled by the DDC (direct digital control) system– part of the energy management system. Lighting in open spaces should be compatible with the street lighting.

E. Acoustics

- The noise levels throughout the facility should be minimized to ensure user comfort and staff productivity. Because this is an open environment, particularly in public service areas, noise control is a critical consideration. Requirements are:

- Building systems must be quiet and unobtrusive. Any sound generated by mechanical systems in busy and crowded parts of the building must be limited.

- Computer printers should be of quiet design in public areas (thermal, ink-jet, or laser).

- The majority of the floor space should be carpeted, although entryways should have quarry or a similar quality of tile that provides the necessary non-slip surface but which can be maintained with daily mopping only (no scrubbing or buffing). Environmental or green flooring surfaces should be considered (for example a bamboo floating floor system) but the ability to easily maintain the flooring within the scope of current maintenance contracts must be the determining factor on whether the flooring is used.

- All areas of the facility should meet the current standards in the ASHRAE Handbook and Product Directory: 1800 systems. The noise level should be no higher than NC 35. The building should also meet the reverberation levels specified in Doelle's Environmental Acoustics, with reverberation time for the library's study rooms and reference areas to be .5 seconds; all other areas should have a reverberation time of .85 seconds.

- The moveable walls in meeting rooms should have a high acoustic rating.

- Young adult and children's areas need to be designed with materials that are sound absorbing, due to the nature of the activities that will take place in these two areas.

CHAPTER 3: SUMMARY OF PROGRAM SPACES

PUBLIC AREAS	Sq. Ft.	STAFF AREAS	Sq. Ft.
Library Entry / Lobby	750	Agency Manager's Office	180
24 HR Library & Material Display	400	Assistant Branch Manager's Office	150
Special Display Area	50	LAS Office	150
Circulation Area	670	LA II Work Space	120
Self Service Check Out Area	80	Librarian IIs Work Space	360
Information Service Points	570	General Circulation Staff Workroom	1755
Adult Circulating Collection-Shelving @ 66"	4931	Adult/Young Adult Information Services Staff Work Space	780
Adult Reading Area	1600	Children's Services Staff Work Space	460
Community Arts Space & Special Collection	500	Pages	320
Disability Resource Center & Lab	475	Delivery Area	240
Reference Collection	765	Book Drop Room	80
Periodical Collection	1225	Sorting/Building Storage Area	200
Adult Quiet Study Rooms (2)	1000	Staff Conference Room	500
Adult Group Study Room (2)	400	Staff Facilities	440
Tutoring Rooms (4)	440	Staff Toilets	240
Media Lab	400		
Young Adult Collection	1100		
Young Adult Tutoring Rooms (3)	200		
Young Adult Group Study (2)	400		
Vending / Lounge	150		
Children's Collection	3250		
Children's Reading Area	3650		
Children's Literacy/Tutoring Rooms (3)	180		
Children's Programming Room	700		
Children's Program Storage	200		
Early Literacy	500		
Stroller storage	150		
Children's Toilet	60		
PC's & Printers	1200		
Subtotal	**25996**	**Subtotal**	**5975**
COMMON AREAS			
Meeting Room Lobby	400		
Meeting Room	2500		
Conference Room	500		
Meeting Room Storage (2)	300		
Kitchenette	80		
Copy Machines	150		

Public Toilets	720			
Subtotal	**4650**			
BUILDING SERVICES			Janitor Closets	80-100
Mechanical Room	1070			
Data/Com - Networking Room	150			
Building Storage	300			
Subtotal	**1620**			
Total Net Area	**38241**			
Gross Factor for Single Story @ 1.60	61186			
Gross Factor for 3 story @ 1.70	**65010**			

CHAPTER 4
COMPONENTS OF THE SILVER SPRING LIBRARY

The design shall incorporate all required space and systems to accommodate all noted furnishings and equipment. Additionally, where noted as [CC], the furnishings or equipment shall be designed and included in the construction contract.

Public areas

Library Entry/Lobby
Size:
- 750 NSF

Purpose:
- Main public entrance; gateway to the building; seating for people to wait for rides and meet friends; display and handout (pamphlets, flyers, community newspapers) area for community information, coffee bar, and possible permanent area for public book sales.

Setting:
- Welcoming, spacious, well lighted, with handout area just out of the sight line to the main library (because they can look messy and cluttered). Entrance and front of building should be oriented to the street.

Furnishings:
- Pamphlet display racks (about 50 square feet with pockets 9" x 12" and 4-1/4" x 12")
- 12 linear feet of newspaper and pamphlet/leaflet shelving
- Bulletin boards (144 linear feet of tack space) **[CC]**
- Welcome information, including map of the library, list of events, light rail schedules, and a map showing other libraries. This could be on a PC set up in the entryway or on a free standing fixture. If there are multiple floors, need a key directory that uses technology to advertise locations rather than a permanent sign that has to be changed every time a tenant or space is changed.
- Display area with about eye-level (2' from ground to about 6' high) shelving (about 30 linear feet of shelving) to market new books and other materials. **[CC]**
- Lounge seating for 12 people
- Flat screen digital display mounted flush to wall.
- Hanging system for display of public art work that can be secured but is able to accommodate a variety of objects (paintings, sculpture, clothing, puppets). Include shelf around top to permit 3D types of displays that don't hang well.
- Coffee bar counter and storage cabinets

- Vending machine for snacks
- Shelving for library book sale materials

Equipment:
- Automatic door operators on one accessible door **[CC]**
- Theft detection system with security gates **[CC]**
- Electronic people counter at door(s) **[CC]**
- Double sink for coffee bar

Adjacencies:
- Parking area
- Circulation area
- Public Toilets
- Meeting Rooms

Other:
- Adequate signage
- Clear visibility to major service areas
- Floor material – non-skid, low maintenance, low noise
- Vestibule to the outside to keep area free of drafts and away from extreme outdoor temperature.

24 Hour Library and Material Display

Size
- 400 NSF

Purpose:
- Space accessible after hours for public pickup of holds, limited monitored checkout of select materials, and other identified functions that do not require supervision.

Setting:
- Welcoming, spacious, well-lighted and adequate security

Furnishings:
- Lockable locker type cubicles for self pickup of holds
- Self contained vending type kiosks for display and checkout of select materials
- Hanging system for display of public art work.

Equipment:
- Radio frequency tags and required equipment for monitoring and checkout of materials

- Self Checkout machine with security system activated

Adjacencies:
- Library Entry/Lobby

Other:
- A security system or some type of secure checkout mechanism must be in place if providing library owned materials for customers to checkout.

Special Display Area

Size:
- 50 NSF

Purpose:
- Display space. Rotating for community exhibits educational displays to meet the interests of people of all ages.

Setting:
- Welcoming, spacious, well-lighted

Furnishings:
- Flat screen digital display and additional wall space for display **[CC]**

Equipment:
- None

Adjacencies:
- Library Entry/Lobby

Other:

Circulation Area:

Size:
- 670 NSF

Purpose:
- Check-in and check-out/renewal of library materials; holding area for reserved materials; customer library card registration; supplemental customer services; book truck parking/staging.

Allow queue space for 15 people.

Setting:
- Open, spacious feeling; well defined desk zone designed in a way that keeps the public from wandering behind it, but without swinging doors if possible; carpeting behind the circulation desk needs to be designed for staff who spend many hours standing; clear circulation patterns for queue at check-out stations; space for merchandising of collection. Wall (at least 3 inches high) and corner guards must be installed to protect these areas from tubs and book trucks. The desk must meet the specifications of the FY08 Risk Management Safety Audit report. (attached)

Furnishings:
- Circulation service point [36" to 37" high x 30" deep; one workstation wheelchair accessible (lower) for customers and staff.] should be comprised of either modular case goods or modular furniture components sized to be easily removed by County maintenance staff and to allow for future reconfiguration and modification. Units must include flexible wire management. The modular service point units housing PCs should be electrically operated sit/stand workstations with monitor risers and surface keyboard trays that are ergonomically correct in design and meet the Department of Risk Management guidelines. There needs to be ample space for the book trucks (used to sort returned materials) and tubs, plus for flow of staff including shelving assistants. The Chevy Chase Library circulation desk could serve as a starting point for design **[CC]**
- 3 staff workstations **[CC]** plus a fourth portable sit/stand workstation located in the Circulation Workroom during non peak times or a Pocket Circ Device..
- Library card registration station **[CC]**
- In-desk storage for forms, cards, supplies: **[CC]**
- Storage drawers **[CC]**
- 12" shelving, adjustable, approx. 300 linear feet for reserve books, videos and paperbacks
- Space for 10 book trucks & 4 laundry or depressible tubs (2 of the tubs to fit under the desk at the return slots)
- 2 slots for returned materials with mechanism that will allow staff to open or close them **[CC]**
- 3 ergonomically correct high swivel stools with backs and footrests
- 1 chair for customer use at the library registration part of the desk
- Display area for new or featured materials (minimum of 4 sections– each 3' wide x 72" high). **[CC]**
- Flat screen digital display screen mounted flush to wall behind desk.
- Cabinet to store and charge up to 20 laptops.

Equipment:
- 3 PC workstations, each with monitor and monitor riser, possible adjustable height keyboard,

and laser barcode scanner. CPU to be concealed below work surface within the circulation desk.
- 2 Telephones
- 1 cash register
- RFID theft detection system equipment at each workstation for deactivating tags.**[CC]**
- 10 book trucks
- 4 depressible tubs
- Emergency buzzer to alert County Security or police in emergency
- Buzzer to workroom
- Up to 20 laptops for use in the building by customers.
- Security camera facing cash register location
- Networked printer on pull out shelf

Adjacencies:
- Library entry/lobby
- General circulation workroom
- Information Service Point

Other:
- Adequate signage
- Clear visibility to major service areas
- Clear visibility by staff to library entry and entrances to public restrooms
- Queue provided for each of the workstations, whether self checkout or "manned"
- Floor designed to accommodate staff on feet many hours/day and the easy, quiet movement of tubs and carts.
- Adequate circulation space for staff/desk/book trucks/tubs

Self Service (Express) Check Out Area:

Size:
- 80 NSF (includes queue area) – 8 self checkout machines spread over 3 floors

Purpose:
- Customers check out their own materials

Setting:
- Well marked with signage; layout should form queues (space for 4 people in line) independent of assisted checkout queues at the circulation desk. Must be located so that customers in line for assisted checkout can easily go to the circulation desk.

Furnishings:

- 8 workstations; some may be part of the circulation desk **[CC]**

Equipment:
- 8 self charge machines with space to put books

Adjacencies:
- Entrance/exit
- Circulation area or easy access to floor where circulation desk is located.

Other:
- Must be located within RFID security gates

Information Service Points

Provide a single information service point at the main entrance to the library plus additional modular workstations/service points in the public service areas on each floor of the library. Service points can be information kiosks with touch screen assistance monitors, or ASK ME phones with connections to a central call point or a single staffed workstation service desk or a combination of the three. In addition to the physical service points, all staff will be assigned to walk the building on a scheduled hourly basis with handheld computer and telephone equipment to provide point of service assistance ("rovers").

Size:
- 570 NSF

Purpose:
- Staff or computer or phone or kiosk assistance for adults, young adults and children (as well as their parents and caregivers) in the use of the library and its services and its various materials and resources. The adult, young adult and children's areas must each be well defined.

Collection:
- One 3 foot section of 42 inch high shelves for print reference materials.

Setting:
- Modular desk or kiosk or phone "booth" with distinct signage and design, making its function immediately understandable to the customer. Should face the public as they move into the main circulation path of the library and should have clear patterns for queuing. The service point on each floor should be placed in a location where it is easy for the customer to make their way to the adult, young adult, or children's reading room and collection areas.. If a modular staffed desk is used, the CPU should be beneath the desk with a printer on a rollout shelf.

Furnishings:

- 1 Information service point on each floor of the library. Station can be a kiosk with touch screen computer monitor to remote service assistance or an ASK ME phone connected to a remote or internal call center with assistance from local staff roving the building, or a single station desk at standing height (must meet Department of Risk Management guidelines for ergonomic design in all other ways). One chair (stool height) if the design chosen is a single station desk. **[CC]**
- If single station desk design chosen:
  1 networked printer on rollout shelf;
  Shelving in immediate proximity for 30 most frequently used print reference books; and
  Single unit file with four drawers on pedestal, moveable and easily accessible to workstation

Equipment:

- Buzzer to staff work area(s) **[CC]**
- Emergency buzzer to alert County Security or police in emergency
- If single station desk design chosen:
  - 1 staff PC, barcode scanner and CPU (concealed beneath desk surface);
  - Catalog only machines located in the public reading areas for children, adults, and young adults on which staff will be able to access the library's integrated library system programs;
  - 1 laser printer at each information workstation on each floor;.
  - 1 desk telephone at each information workstation on each floor;
  - Hands free voice communication devices for each staff member scheduled to work an information service point and "rove" during a public service desk hour plus 10 hands free communication devices for backup and supervisory staff;
  - Hand held computers with access to the integrated library system (ILS) and the Internet for each staff member scheduled to "rove" during a public service desk hour (total of 5-10 machines), and
  - 1 telephone for customer book checks (on each floor with a service point)

Adjacencies:

- Easy access to the relevant collections for the floor of the library
- Clearly visible from library entry, elevators and internal stairwells.
- Within line-of-sight of as much of the library as possible.
- Direct sight lines to the circulation desk for the information service point on entry level of library.
- Located so that staff may easily monitor the entry area
- Circulation desk and staff workroom areas, if possible

Other:
- Easy walkout from behind and at the sides of the single staffed service point.
- Depending on design layout, phones and catalog computers in stacks for customer and staff access.

PCs and Printers for Internet, Online Public Access Catalog (OPACs) and other Electronic Uses:

There will be approximately 7 service point, 25 staff, 40 Internet (plus 6 PCs for sign up and queue stations), 8 Catalog and 24 media lab PCs plus 3 pay for printing multifunction devices and 9 networked and 5 standalone printers in the new library distributed over multiple floors.
There will be networked printers in addition to a multifunction device on each of the public floors for backup printing purposes in the event the multifunction device fails.

The number and location of staff PCs, barcode scanners, and printers are described in the appropriate Staff Area sections on later pages of this document.

This POR specifies the potential addition of McIntosh computers to the Media Lab and the Young Adult area. However at the time the equipment is purchased for the library, current technology should be investigated for the best and most efficient equipment available that will meet the needs of the individuals and groups that will use the new Silver Spring Library (for example McIntosh computer software currently offers positive advantages for media production over that available for PCs).

Size:
1200 NSF plus 800 NSF in two media labs. PCs, printing/copying multifunction devices, and printers will be distributed over multiple floors and in multiple locations as outlined in each section of this POR.

Purpose:
The public consults the public computers to locate books and other library materials and to access various information sources including the Internet and electronic databases. Staff often assists the public in using the PCs.

Setting:
Highly visible, well signed; positioned to avoid glare on the screen; ample space for traffic around the catalogs.

Furnishings:
- Workstations **[CC]** for 72 public catalog, Internet and lab computers for public use in various configurations and incorporated in spaces noted throughout the document (some for standing

use, others for seated use and ADA accessible, and some sized for use by children); table tops must be adjustable by staff.
▪ 68 chairs for use by customers at seated stations (assumes 4 stand-up workstations)
▪ Tables for 9 networked and 5 standalone printers.

Equipment:
▪ 72 PCs; 3 pay for printing multifunction devices (Does not include PCs on single station service points or staff desks.); color printer or copier, 9 networked printers, 5 standalone printers.
▪ Some of the PCs should be Macintosh computers capable of running media production type software used by young adults.
▪ 2 PCs are needed on each floor where there are Internet PCs. These will be used as queue and sign up stations for Internet Session Management. Consider mounting the queue monitor on a wall with enlarged font to provide greater visibility.

Adjacencies:
▪ In more than one location in the reading room areas, some convenient to the circulating collections
▪ 1 near the Entry/Lobby to the library for quick use by the public
▪ Some in the reference area
▪ Some in the periodical area
▪ A few convenient to the service points on each floor
▪ Some visible from entry on each floor
▪ Some in children's area

Other:
▪ Each catalog workstation needs space for customers to write and place other materials (30" deep by 42" wide MINIMUM)

Adult Reading Area/Adult Circulating Collection:

Size:
▪ 4,931 NSF for circulating collection plus 500 NSF for arts and entertainment collection,
▪ 1,600 NSF for reading area

Purpose:
▪ The adult circulating collection will be tailored to the community needs and will include increased emphasis on business and environment resources. It is used by both customers and staff for browsing and selecting materials for home use, for information searches, and for studying and reading. Silver Spring's broad demographic base will require a variety of world language collections, including French and Spanish. Owning the same materials in several

languages will require additional space. An expanded collection of materials on learning English will be purchased and provided. An arts and entertainment collection and a local history collection, including possible use of some items owned by the Silver Spring Historical Society, will be added. The collection for a Job Information Center will be enhanced, including possible designation of computers for job related Internet access and work.

- All adult library materials are housed in this area, as are the adult public access catalogs.

- 1 Multifunction printer/copy machine may be located here.

- This area forms the core of the building. Clear patterns of organization, well signed and laid out, must be featured throughout. Specific zones of the collection include: adult non-fiction (including increased emphasis on business with a digital display screen broadcasting appropriate business programming and computers with access to special business databases and the environment); adult fiction; periodicals; reference; new books; non-print (CD, DVDs, etc.); additional materials related to arts and entertainment and local history which may be integrated into the nonfiction circulating collection or called out in a separate area of the adult reading room ; browsing paperback collections; public Internet PCs, and public access catalogs. All areas must be easily accessible from the information service point, with as much visibility as possible. The design must encourage self-service.

Collection:
- Total collection of up to 102,206 items, including up to 8,000 non-print items.
- 75% (76,655) shelved items; another 25% in circulation [11]

Setting:
- The adult circulating area should be designed to mass the adult collection both visually and actually, and to promote coherence and self-service. Design and layout must accommodate flexibility for shelving arrangements, collection sizes, and number and arrangement of workstations and catalog locations. Maintain 42" between aisles. Shelving on perimeter walls should be maximized.

Furnishings:
- Steel shelving with wood end panels, fully adjustable modular units and accessories, 66-72" height, 11" shelving depth. (A small percentage of the existing Silver Spring Library shelving may be moved, reconfigured, and used in the new or expanded building. The budget must allow for replacing about 95% of the shelving.)
- Shelving variations include units for both shelving and display of hardback books, paperbacks, CDs, and DVDs.

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[11] Because the Silver Spring Library has traditionally had lower circulation rates and higher in house use of library materials than other Montgomery County libraries, a higher percentage of items need shelving space in this library (traditionally DPL assumed 33% is in circulation).

- Furniture for some of the 8 catalog and 40 public Internet PCs (plus sign up and queue station PCs) and 1 or 2 of the 3 pay for printing multifunction devices or 5 networked printers (with provision for future expansion)
- 12 reading tables with 4 chairs per table; tables to be provided with power and data capabilities to accommodate customer's PCs. If there is space in the final floor plan for additional tables, chairs, or lounge chairs over and beyond these numbers, they should be added,
- Lounge seating for 10.
- 4 end tables.
- Flat screen digital display mounted flat to wall – two units in public area on each public level of the building.

Equipment:
- Some of the 8 catalog and 40 public Internet PCs (plus sign up and queue station PCs) and 1 or 2 multifunction printer/copier devices.
- Telephone for staff to pick up in the stacks (or hands free communication device worn by staff at information service points and roving in stacks)

Adjacencies:
- All areas must be visible from staffed service points
- Non-fiction shelving convenient to both the young adult area and reference collection
- Young adult

Other:

Disability Resource Center collection and PC Lab

Size:
- 75 NSF for collection
- 400 NSF for media lab

Purpose:
- Provision of information for adults and children's on a wide range of disabilities as well as specialized equipment and software for use by individuals with disabilities in a computer lab setting.

Collection:
- Up to 10 periodicals for adults and 5 periodicals for children
- Up to 500 titles for adults, 100 titles for children and 100 titles for young adults
- Up to 30 software packages for use on PCs in the lab
- Up to 3000 digital talking books (staff access only)

Setting:
- Located in an area without windows, noise or distractions but with sufficient interior light.
- Easily accessible to the entrance with a path delineated by a tactile carpet surface and a distinguishing color.
- Tactile messages and identifiers showing location and directions
- Plenty of space around tables, chairs, and lounge chairs.
- Clearly identified as the Disability Resource Center

Furnishings:
- 2 reading tables at ADA accessible height with space for four chairs or four wheelchairs; chairs should have arms that are supportive for individuals as they sit down and stand up.
- 2 lounge chairs at ADA accessible height and with arms that are supportive for individuals as they sit down and stand up.
- Lab should have 12 workstations that are adjustable for ADA accessibility
- Lab should have 12 adjustable computer chairs.
- Lockable cabinet for storing software, digital talking books players and adaptive technology items.

Shelving:
- Steel shelving with wood end panels
- Fully adjustable modular units and accessories, 66-72" height, 11" shelving depth for print collection
- Appropriate size shelving for up to 3000 digital talking books.
- One display unit for showcasing new items

Equipment:
- Kurzweil 3000 for individuals with learning disabilities
- Kursweil 1000 for individuals who are blind
- 12 computers for lab
- Video relay telephone service including camera, computer and workstation
- Adaptive hardware items including keyboards, Braille printer, and mice
- Catalog PC with Zoomtext and Jaws
- Ceiling or wall mounted LCD for training purposes
- Laptop on cart
- Audio loop for individuals with hearing disabilities **[CC]** in the lab

Adjacencies
- Entry area to library
- Circulation Desk

Reference Collection:

The reference collection is used by customers of all ages. Most of the reference collection is on 42" high shelving which allows 3 shelves per unit, although one range (up to 12' long) should be 60" high. This configuration could be changed, if needed.   Ready reference collection information is included in the Information Service Points section of this document.

Size:
- 765 NSF

Purpose:
- Adults and young adult reference collection. Staff assists customers both in person and by telephone. Children's reference collection will be located on same floor as Children's circulating collection.

Collection:
- Up to 750 volumes (shelf space for all)

Setting:
- Open space in the overall open floor plan layout; clearly marked with signage; easily accessible.

Furnishings:
- Steel shelving with wood end panels, modular units, maximum 42" height
- Furniture for 2 Internet access PCs (Job Information)
- 1 atlas case **[CC]**
- 1 dictionary stand (moved from present library)
- 3 tables
- 12 chairs

Equipment:
- 2 Internet Access PCs

Adjacencies:
- Information service point
- Periodicals
- Adult non-fiction collection

Other:

Periodical Collection:

Silver Spring's adult periodical collection is the largest periodical collection in a community library with 245 adult magazine and 9 (nine) newspaper subscriptions, 20 children's subscriptions, and 10 young adult subscriptions. It comprises popular periodicals that meet the news, informational, recreational, and educational needs of the library's diverse user population. The collection is popular and heavily used. With increased lunch hour traffic, this popular collection is projected to have even greater use and remain at about the same size. Most back issues circulate.

Staff anticipates adding a mixture of traditional print titles as well as electronic periodical subscriptions.

Size:
- 1225 NSF (adult area only)

Purpose:
- Display of current issues of magazines and newspapers, and storage for back issues. Customers browse current periodicals and use them for research and information. Periodicals are provided in both print and electronic format via other databases or the Internet, hence the need for supplemental PCs.

Collection:
- This collection requires sufficient shelving to house up to 245 titles (200 adult, 21 children's, and 16 young adult magazines and 9 newspapers) and space for up to one month of newspaper back storage and up to 6 months of periodical back storage. Children's and young adult periodical collections should be located on the same floor as the circulating collections.

Setting:
- Display area less formal in character than other reading room areas; back issues should be in close proximity to current issues and arranged in a way that is easy for customers to understand.

Furnishings:
- 313 linear feet of shelving, modular units for periodical and newspaper display/storage
- Lounge seating for 16 persons
- 3 tables
- 12 study chairs. If there is space in the final floor plan for additional tables, chairs, or lounge chairs over and beyond these numbers, they should be added,
- 1 standup or seated workstation for a catalog PC

Equipment:
- 1 PC with catalog and database access

Adjacencies:
- Adult Reading Area
- Reference collection
- Equipment may be in separate adjacent area
- Young Adult

Other: Locked protective binders for current issues.

Adult Quiet Study Rooms:

Size:
- 1,000 NSF (2 rooms)

Room 1 and Room 2
Purpose:
- The Study Room is for quiet studying or reading without interruption. Both rooms allow customers to plug in notebook computers or access data via wireless access points.

Setting:
- Quiet, glass enclosed from floor to ceiling to provide noise control as well as visibility

Furnishings:
- 12 study carrels or tables in each room
- 12 chairs in each room

Equipment:
- Power and data connections

Adjacencies:
- Clear line of sight to Information service point.
- As distant as possible from young adult area.

Other:
- Sound absorptive finishes
- WIFI accessible

Adult Group Study Rooms:

Size:
- 400 NSF (2 rooms)

Purpose:
- Allow customers to work in small groups of up to 8 people

Setting:
- Two rooms, with glass doors and walls for staff monitoring and security with clear site lines to the Information Service Point. Power and data connections should be provided, or there should be wireless access.

Furnishings:
- Table for 8 in each room
- 8 study chairs in each room/

Equipment:
- None

Adjacencies:
- Convenient to adult collection

Other: WIFI accessible
      Remote lock/unlock access from designated service point

Literacy/Tutoring Rooms:

Size:
- 440 NSF (4 rooms)

Purpose:
- To be used for literacy, tutoring and other one-on-one learning; a maximum of three people per room.

Setting:
- Four rooms, each with glass walls and doors for staff monitoring and security with clear site lines to the Information Service Point. Power and data connections should be provided, or there should be wireless access.

Furnishings:

- Table for three in each room (4 tables total)
- 3 study chairs in each room (12 chairs total)

Equipment:
- none

Adjacencies:
- Adult Reading Room

Other: WIFI accessible
Remote lock/unlock access from designated service point

Media Lab:

Size:
- 400 NSF

Purpose:
- To train the public and staff on the Internet from basic how-to courses to searching particular subjects and topics. PCs (or other types of computers – Macs, for example) will be loaded with other specialized software (for example - job searching, language learning, etc.).

Collection:
- None

Setting:
- A glass enclosed (to allow monitoring by library staff) classroom-style layout with lighting for computer use, front wall screen for projection, space for instructor in front. Web connection.

Furnishings:
- 12 PC workstations
- Projection stand for instructor with notebook computer **[CC]**
- 2 Printer stands
- Dry erase board [CC]
- Projection screen [CC]

Equipment:
- 12 PCs (some of the PCs should be Macintoshes for YA use for media production)
- 2 networked printers
- PC projection unit for instructor (laptop/LCD)

- Telephone for troubleshooting

Adjacencies:
- Meeting Rooms
- Within sight lines of Service Points
- Staff Conference Room

Other:
- Room must be able to be monitored, and used by the public all the hours the library is open, when not being used as a classroom.
- Lighting must be separately switched so banks of lights can be off while others are on during classes and presentations.
- Data and power in ceiling for possible LCD projector mounting.
- Remote lock/unlock access from designated service point

Young Adult Area:

Size:
- 1100 NSF for collection, seating, and computers (McIntosh if possible instead of PCs)
- 200 NSF for tutoring rooms (3)
- 400 NSF for group study rooms (2)
- 150 NSF for vending machine area

Purpose:
- Young adult customers use this area to browse informally for recreational and informational materials displayed for their interest, to meet with tutors or other students, to complete homework assignments, and to study. School materials are not included. A vending machine with healthy drinks, snacks, and possibly school supplies will be considered for placement in the area

Collection:
- Total collection of items up to 6,760 including up to 2000 paperbacks and 16 periodical subscriptions
- 75% shelved items; another 25% in circulation

Setting:
- The area should have its own identity, with objects, design, signage and furniture added/purchased to provide a special setting.
- Clearly defined area, informal in character, with comfortable seating and decor suited to young adults.

- Tutoring/Literacy Rooms: To be used for literacy, tutoring and other one-on-one learning; a maximum of three people per room
- Group Study Rooms: These rooms will allow teens to work in small groups of 6-8 for tutoring or homework study purposes. The rooms may be used for programming at select times.

Furnishings:
- Shelving, modular units (with space for posters) to display books (mostly paperbacks), taped books, CDs, DVDs, periodicals, etc.
- Bulletin or tack boards for displays with space for handouts and booklists **[CC]**
- Lounge seating for 6 persons
- Furniture (which allows for individual or group work) for 6 Macintosh computers and access to a pay for printing multifunctional printer/copier; 6 computer user chairs

- 2 Tables, 8 chairs; if there is space in the final floor plan for additional tables, chairs, or lounge chairs over and beyond these numbers, they should be added,
- Display unit for new and featured collections.
- Literacy/Tutoring Rooms: Table for 3 for each room, 3 study chairs for each room
- Group Study Rooms: Table for 8 and 8 study chairs in each room.

Equipment:
- 6 McIntosh PCs and access to a pay for printing multifunctional printer/copier device– place in separate area in room where sight lines to staffed areas are good but computers are not in the trafficked part of the room.
- Possible vending machine with healthy drinks and snacks and school supplies.
- Tutoring/Literacy Rooms: Power and data connections.
- Group Study Rooms: Power and data connections; audio loop in one of the rooms.

Adjacencies:
- Separated clearly from the children's area and near the young adult and adult collections (especially popular materials, such as periodicals, videos, etc.)
- Within line of sight of the service points, for easy supervision.
- Near the Reading List collection
- Literacy/Tutoring and Group Study Rooms: Clear line of sight to the service point and as distant as possible from children's area.

- Other: Literacy/Tutoring and Group Study Rooms: Sound absorptive finishes
- Group Study Rooms: Remote lock/unlock access from designated service point

Children's Area/Children's Collection:

Size:
- 3,250 NSF for collection
- 3,650 NSF for reading area and six public access computers (plus sign up and queue stations) plus an additional 500 NSF to create early literacy functions in the actual preschool section of the room. Add separate area where parents and children's can enjoy a snack and where a potential vending machine could be located.
- 150 NSF for storage of up to 25 strollers

Purpose:
- Children, their parents and caregivers, use children's reference and circulating materials collection– books, recordings, periodicals, etc. Activities include professional assistance and guidance, customer browsing, reading, studying, and searching for information.

- Specific zones of the collection are 1) picture books for the very young with part of the area for toddlers and part for age 2 to 5 plus the addition of early literacy concepts on wall, window, and standalone displays; 2) beginning readers; 3) fiction for middle readers; 4) fiction for older children; 5) non-fiction; 6) non-print; 7) periodicals; 8) reference; 9) paperbacks; 10) world language collection; 11) parent-teacher collection; 12) children's homework center; 13) display shelving to highlight parts of the collection. The collection will be tailored to the community.

- Provision for seating for children of different ages and adults who come with the children is required. There also needs to be provision for cozy spaces/places where children can curl up and read alone, as well as some areas where adults and children sit comfortably together (including an alcove, window seating). Because the library will have ready access to public transportation and is within easy walking distance of several residential areas, a storage area for up to 25 strollers will be provided. Sight lines must be maintained in order for all staff to monitor activities for safety and security reasons. Some of the cozy seating could be integrated into the shelving areas.

Collection:
- Total collection of up to 65,000 items
- 75% shelved items; another 25% in circulation

Setting:
- The area should have its own identity, making the space cheerful, and inviting, a place of adventure, stimulation, and opportunity for learning and discovery. Clear patterns of organization, defined by design, traffic patterns, and signage must be featured.

- The area should be set apart from other spaces (young adult, periodicals, adult, etc.) with a

distinctive entrance (which should be generic and not age restrictive).

- There should be a designated area where parents, caregivers, and young children can stop upon arriving in the Children's Room. This area would allow parents and caregivers to take children out of strollers and "park" the stroller, take off winter coats, sit and rest, browse materials useful to parents/caregivers (library brochures, parenting periodicals, County and organization handouts and free newspapers of interest to parents, etc.) and have a chance to interact with some basic learning items (large blocks, interactive wall, etc.). This welcome area should be adjacent to the area where the early literacy concepts will be showcased, and can also serve as a location where customers can use cell phones away from the public areas.

- The space should be well defined and sound baffled, but not enclosed; it should be an open, spacious, inviting atmosphere for children, with clear signage and effective use of color. Clearly defined areas in this space should invite stopping and browsing, not running and jumping.

- The space should be comfortable for children and on a child's scale. Although the whole area may be large, the child should not feel lost or overwhelmed, but welcomed. Signage should be at the child's eye-level and appropriate for adults.

- Shelving height and other furniture/accoutrements should be inviting to young children and engage their senses (for example floor squares with different textures). This area should also be comfortable and engaging for adults with seating that could include love seats and rocking chairs.

- The area should be designed to include several in floor display units where children could look down on items being exhibited. These units must be flush to the floor and trip proof.

- There should be an area (approximately 500-1000 NSF) that is a language-rich environment for playing with toys and teaching young children early literacy concepts, with storage shelving for materials, where appropriate. The Language and Literacy concepts include 1) print motivation (enjoyment and interest in books and reading), 2) phonological awareness (ability to hear and play with the smaller sound in words), 3) vocabulary (knowing the names of things), 4) narrative skills (describing things, expressive language), 5) print awareness (recognizing conventions of print), and 6) letter knowledge (names and sounds of letters).

- This area should be subdivided into activity centers with books and furnishings aimed at 1) infants, 2) toddlers, and 3) preschoolers. Recent research shows that having easy non-fiction/information materials available in the area along with picture books/easy fiction materials results in adults who are more likely to share information and a wider vocabulary than when there are fiction materials alone in the area.

▪ Shelving should be modular to increase flexibility.

Consider partnering with the Montgomery County Fire and Rescue service to feature a fire safety theme in the design of the room, including incorporating a real fire truck retrofitted and customized for the library.

Furnishings:
▪ Furnishings should be designed for flexibility and multifunctionality, including the ability to use some furnishings for storage and the display of different themes on a regular basis. Furnishings must be sturdy and have the ability to withstand multiple day long use by many different people. Some furnishings and other items will have multiple parts. These should be designed and manufactured in such a way that if one part breaks or is unusable from wear and tear, it can be replaced and re-installed without having to replace the whole unit. By changing the environment/theme in the library, 1) the library becomes a recurring destination spot because there is something new every few months (leading to the discussion of what's going on at the library now between parent and child), 2) adults (parents, caregivers, library staff) have the opportunity to talk about and to explore with children a variety of topics or themes and to develop vocabulary around them, and 3) library staff can highlight different books and materials in the collection.
▪ A company that specializes in creative designs, destination environments, and visually innovative ideas for children's spaces and library spaces should be used to assist the project's architect firm in designing the spaces and elements included in the next three bullets (Creative Arts Inc. is one suggested company to consider).
▪ A special order design "box" which serves as storage container as well as surface for multiple themes that the children's room will feature on a rotating basis. The box and theme materials must be durable, safe, and if there are parts, easily replaceable. Some examples of themes that the special design box would become are:
  1. Puppet theater—could be changed into grocery store checkout area with cash register
  2. See-through cylinder—could be rocket ship, underground sewage system, deep sea diving
  3. Stage with props/simple dress-up
  4. Table—becomes kitchen table for eating, school table, workbench area
  5. Vehicle—car, ambulance, fire engine, bus
  6. House—castle, store, hospital
  7. Box/cube shape—oven, sink, refrigerator, treasure chest, closet, washer, dryer
  8. Fence around area and gate—zoo animals, farm animals, garden
▪ Shelving end panels, particularly for picture books, should be thematically changeable. The icons would be related to themes of interest to young children (farm animals, jungle animals,

plants, insects, dinosaurs, places to go, vehicles, outer space, etc.). The panels need to be storable within the end cap itself and easily interchangeable.

- Floor peep holes for emergent literacy concepts. These peep holes need to have accessible doors but doors that will not be trip hazards.
- Magnet or flannel boards as easels and/or on end caps for retelling stories, for alphabet letters, for shapes, sequencing.
- Display areas for science and other exploration
- Puzzles Theme mats, carpets, and infant and toddler furniture (see Environments Early Childhood resources catalog at http://www.eichild.com/index.cfm)
- Cushions for children and adults
- Special experiential tools (like window houses, theme banners, sensory tables, shatterproof mirror, big blocks, dress up trees, etc.)
- 12 children's reading/study tables (seating 4 each), preschool child sized, 23" height, in picture book area, with 48 preschool sized chairs
- Lounge seating for 12 children and 6 adults in the picture book area where adults and children read together in over-stuffed chairs.
- Large bulletin board **[CC]**
- 12 children's reading/study tables (seating 4 each), older child sized, 26"-28" height, near collection for older children, with 48 older child sized chairs.
- Lounge seating for 23 school age children, in a quiet reading area(s) away from the mainstream of the room – some of this seating cozily incorporated in collection area itself (see Setting, above); include 10 end tables.
- If there is space in the final floor plan for additional tables, chairs, or lounge chairs over and beyond these numbers, they should be added,
- Shelving to accommodate non-print media needed throughout the collection.
- Shelving with backs, fully adjustable modular units and accessories, 42" to 44" high, to accommodate picture books (requires 14" shelving height and 12" deep); there should be two distinct areas—one for toddler's materials (approximately 10%) and another for age 3 to 5 (approximately 90%);
- 42" to 44" high, to accommodate beginning reader's books (requires12" shelving height and 10" to 11" deep);
- 66" high to accommodate juvenile fiction and non-fiction books, children's magazines, paperbacks, children's reference and non-print. Nonfiction shelving should be 12 inches deep; fiction shelving should be 10 inches deep. Shelving units should include bottom slant type for face out displays and easy viewing.
- 60% of collection on 66" high shelving; 40% on 42" to 44" high shelving.
- Display shelving to feature various parts of the collection: new materials, fiction and non-fiction, non-print, picture books, beginning readers, handouts and flyers, etc.
- For Children's world language collection: shelving for books, DVDs and media sets.
- Shelving for Parent-Teacher Collection.

- Furniture for 6 PCs, 1 sign up Internet PC station, 1 queue Internet PC station and 1 pay for printing multifunctional printer/copier machine plus 1 Early Literacy Workstation (visible from the service point and preferably with screen turned toward the service point) suitable for preschool children
- Toys and space dividers that encourage language development
- Puppet stage– child size with puppets

Equipment:
- 6 PCs plus one sign up and one queue Internet Session Management PC with 1 pay for printing multifunctional printer/copier machine
- Telephone for staff to pick up in stacks and 1 hands free voice communication device for each staff member scheduled to work an information service point and "rove" during a public service desk hour.
- Early Literacy workstation with sufficient room at the work surface for two chairs, one comfortable for an adult or older child.

Adjacencies:
- Easy access and visibility from Library Entry with child-oriented signage
- Convenient to public toilets and/or Family/Unisex Toilet
- Children's Quiet Study Room
- Children's Staff Office Area, if design layout permits
- Children's Program Room

Other:
- Operable windows to the outside or to a courtyard.

Children's Literacy/Tutoring Rooms:

Size: 180 NSF

Purpose:
 To be used for literacy, tutoring and other one-on-one learning; a maximum of three people per room

Setting:
- Three rooms, with glass vision doors for staff monitoring and security with clear site lines to the Children's Information Service Point . Power and data connections should be provided, or there should be WIFI access.

Furnishings:

- Table for 3 for each room
- 3 study chairs for each room

Adjacencies:
- Convenient to children's areas.

Other: Remote lock/unlock access from designated service point

Children's Programming Room

Currently there is no children's programming room at Silver Spring. Programs are held in meeting rooms.   All new and renovated libraries include programming rooms because of the importance that residents and taxpayers have placed on preschool programming.

Size:
- 700 NSF

Purpose:
- Group activities such as storytelling for preschool children in an informal seating arrangement in flexibly designed space for programming, adjacent to the picture book collection. Because this room is not used during all open library hours for children's programs, it will also serve, during times of the day when no programs are planned, as a Discovery Center and as a location where children 5 years of age and younger with parents/caregivers can participate in one on one activities that build early literacy/school readiness skills.

Setting:
- Flexible design to serve as programming space, a focal point for the children's room, and, when not in use, as a room where parents/caregivers and young children can use early literacy materials to develop language skills.
- Must have a door or large window area with one-way see-in mirror to allow parents and caregivers to observe programs.
- Attractively and imaginatively designed with color, decorated with art appealing to children.
- Space should be somewhat secluded and sound-baffled.

Furnishings:
- Chair for storyteller
- Low cabinets and/or closed door shelving (lockable) along one wall – 9' long x 42" high. Low cabinets should have cushioned tops for extra seating.
- Some tables (folding, on casters, storable) and chairs that can be used for craft activities. Table tops should be easily cleanable using easily available cleaning solutions.

- Carpet also easily cleaned and vacuumed.
- Because this room will have to be easily converted and re-converted for multiple roles, provide flexible furniture on casters (including folding tables and storage units). Items that would be used in the Discovery Room role will have to be stored away during storytime so as to limit distractions. This also means that the items for this Discovery Room will be simpler and less varied than in branches with designated Discovery Rooms.
- Some "boards" at child height on which children and parents/caregivers use the various manipulatives or complete writing activities.
- Projection Screen **[CC]**
- Wipe board at child's height **[CC]**
- Flannelboard./flannelboard easel

Equipment:
- Audio Loop **[CC]**
- Wired/cabled for Internet access

Adjacencies:
- Picture book area of Children's Collection and Parent/Teacher Collection
- Children's Program Storage
- Within easy range for supervising from the Children's Information Service Point.

Other:
- The following equipment will be used in this room: television with DVD player **[CC]**, penny theater, CD and videodisc player, LCD projection equipment **[CC]**, flip chart.

- The room will need: Many electrical outlets (childproof)
                            Internet connection (network cable)
                            Buzzer to the Information Service Point
                            Lighting configured so all lights are on dimmers and front set of
                            lights in room can be dimmed separately while rest of room lights
                            remain bright
- Space should accommodate up to 100 people– mostly children.
- Floor: carpeting for noise control and warmth.
- Remote lock/unlock access from designated service point
- Desirable: walls painted or decorated with storybook characters or another appropriate theme.

Children's Program Storage:

Size:
- 200 NSF

Purpose:
- Storage of A/V equipment (listed above), programming materials, storytime books/materials
- Space for 2 folding tables and 2 stackable chairs which may be used in the Program Room
- Storage for early literacy learning materials and materials used to present preschool programs.

Setting:
- Enclosed, secured (lockable)

Furnishings:
- Deep utility shelving with backing and sides for storing programming materials, 18 linear feet, 72" to 84" high, each shelf 16" high (adjustable).
- Flat file drawers - 2 set with 5 drawers each
- 180 linear feet of shelving 12" deep (may be compact).

Equipment:
- None particular to this room, but will be used to store equipment listed in Children's Programming Room

Adjacencies:
- Children's Programming Room
- Children's Staff Room (and other staff areas), if design layout makes it possible.

Other:
- Space and shelving may be roughly finished

Family and/or Unisex Toilet:
Size:
- 60 NSF

Purpose:
- Single occupant toilet with space for parent or caregiver to take child (instead of having to send a child to a restroom with no supervision), adult-sized fixtures, handicapped accessible.
- Enough room for adult and child.
- Use flushable rather than automatic flush toilet.
- Provide water fountain at child height.
- Provide electric dryers of sufficient wattage to quickly dry hands at adult and child height levels.

Setting:

- Well-marked, easy to find from the Children's Area

Furnishings:
- Fold down shelf for bags, books, coats, etc.

Equipment:
- Adult-size toilet with manual flush capability instead of automatic flush, lavatory, and toilet accessories **[CC]**
- Wall-mounted, pull-down baby changing station **[CC]**
- Sink with counter **[CC]** adult height with child accessibility
- Electric hand dryers of sufficient wattage to dry hands but not noisy enough to scare young children.

Adjacencies:
- Near Children's Picture Book Area
- Children's Programming Area

Other:
- Toilet should not make a loud noise when flushed.
- Desirable: walls painted or decorated with storybook characters or other appropriate theme.

CHAPTER 5
COMPONENTS OF THE SILVER SPRING LIBRARY

The design shall incorporate all required space and systems to accommodate all noted furnishings and equipment. Additionally, where noted as [CC], the furnishings or equipment shall be designed and included in the construction contract.

Staff Areas
NOTE: Office spaces must comply with Montgomery County Space Planning Standards.
NOTE: Based upon current complement – may need to change this.

Staff envisions a general work area in a central core of office space with natural lighting, perhaps using roof monitors. The core would contain the general circulation workroom and the kitchen, restrooms, supply cabinet, etc. The individual offices for the Agency Manager and various services (Adult /Information Services, Children's Services, Young Adult Services, and Circulation Services) could radiate from this core. There would be windows in all of the perimeter office spaces.

Individual offices for all supervisors are necessary as described in this Program. Office space for non-supervisory staff can be in larger workrooms with well-defined workstations that afford some privacy for each staff member, allowing each person a space to work without interruptions. This Program places staff into areas by function; however, the actual library design may place staff in other arrangements.

Wall (at least 3 inches high) and corner guards should be installed on all exposed wall surfaces in the staff workrooms, delivery area, around the elevators and stairwells, and on the public floors on all levels where carts, tubs or other equipment can chip, mar, or otherwise damage the surface.

Staff PCs
There will be at least 25 PCs for staff to use.   They will be distributed among the Information and Circulation Service Points, the Agency Manager, Assistant Branch Manager, LAS, LAII, and Librarian II offices, Information and Circulation staff workstations in the general workroom, and circulation workstations in the general workroom

Printers
There will be 8 individual laser printers (including two that are shared) and 4 networked printers. The three multifunctional devices will be leased and will serve as both copiers and public printers.

Agency Manager's Office:

Size:
- 180 NSF

Purpose:
- This office is used for administrative activities including planning, conferences, supervising, computer activities, record keeping and thinking.

Setting:
- Separate; enclosed private office with windows to outside; glass vision panel in door.

Furnishings:
- Desk with return appropriate for PC
- Ergonomic chair
- Arm lounge chair
- Two drawer under desk letter file cabinet
- Four drawer lateral file cabinet
- Standard shelving, 30 linear feet
- Small conference table with 4 chairs

Equipment:
- PC
- Telephone
- Laser printer

Adjacencies:
- General Staff Workroom

Other:

Assistant Branch Manager's (Senior Librarian's) Office:

Size:
- 150 NSF

Purpose:
- This office is used for administrative activities including planning, conferences, supervising, computer activities, record keeping and thinking.

Setting:

- Separate; enclosed private office with windows to outside; glass vision panel in door.

Furnishings:
- Desk with return appropriate for PC
- Ergonomic chair
- Arm lounge chair
- Two drawer under desk letter file cabinet
- Four drawer lateral file cabinet
- Standard shelving, 30 linear feet

Equipment:
- PC
- Telephone
- Laser printer

Adjacencies:
- General Staff Workroom
- Library Manager's Office

Other:

Library Assistant Supervisor's (LAS) Office:

Size:
- 150 NSF

Purpose:
- This office is used for administrative activities including planning, conferences, supervising, computer activities, record keeping and thinking.

Setting:
- Separate; enclosed private office with windows to outside; glass vision panel in door. Desirable to have office overlooking circulation desk and workroom behind the desk.

Furnishings:
- Desk with return appropriate for PC
- Ergonomic chair
- Arm lounge chair
- Two drawer under desk letter file cabinet
- Four drawer lateral file cabinet

- Standard shelving, 30 linear feet

Equipment:
- PC
- Telephone
- Laser printer

Adjacencies:
- General Staff Workroom
- Circulation Desk

Other:

Library Assistant II's Work Space:

Size: 120 NSF

Purpose:
This space is used for activities including planning, conferences and supervisory activities for pages, and record keeping.

Setting:
- Separate from other circulation staff work space; modular workstation that allows some private counseling.

Furnishings:
- Modular desk with space for PC
- Ergonomic chair
- 4-drawer file cabinet
- 2 drawer under desk letter file cabinet
- If possible, space to pull up one guest or desk chair

Equipment:
- Telephone
- 1 shared PC (located in general workroom)
- Networked printer

Adjacencies:
- General Staff Workroom
- Circulation Desk

- LAS Office

Other:

Librarian IIs' Work Space:

Size: 360 NSF (space for three); if staff are divided among multiple floors, LIIs may be in modular workstation area near staff of same service or in individual office or in office with other team leaders/service staff.

Purpose: This space is used for planning and record keeping.

Setting:
- Separate from other workroom activities.

Furnishings:
- Modular desk with space for PC (for each Librarian II)
- Ergonomic chair (for each Librarian II)
- 2-drawer file cabinet (for each Librarian II)
- Shared four drawer lateral file cabinet
- If possible, space to pull up one guest or desk chair for each Librarian II
- Workstation for shared PC

Equipment:
- Telephone (for each Librarian II)
- 1 shared PC
- Laser printer

Adjacencies:
- General Staff Workroom
- Library Manager's Office
- Collection appropriate to each service

Other:

General Staff Workroom:

Size:
- 1,755 NSF
- 320 NSF for shelving assistant space

Purpose:
- General circulation and clerical support functions including processing and mending, reserve or Interlibrary Loan operations, circulation database work, as well as much of the direct circulation work (check-ins, sorting, etc.). This space should have a flexible layout since the way work is done changes over the years as tools for doing the work change. This space also accommodates desk or counter space (can be shared) for each merit staff member and shared space for volunteers.

Setting:
- Aisles between workstations and perimeter counters must be wide enough to allow loaded book trucks to pass through as well as people (a minimum of 5'). The area should look open and inviting with sight lines across the room. It should be carpeted, naturally lighted, with a variety of workstations, described below:
  - The design of workstations must be flexible because the way work is done will change over the years.
  - The number of staff members may grow by one or two, so workstations must be flexible and generous enough to allow for growth
  - Modular workstations with dedicated space for 2 full time circulation staff members and 2 full time IT Tech staff and space for 1 book truck each;
  - Provide above counter shelving for all workstations
  - Counter-top workstations for 5 part time circulation staff and 2 library aides with a shared large work table between and space for 2 book trucks
  - Counter-top workstations [CC] (32" deep to allow for a PC with keyboard at some places) along the perimeter of the workroom, including: (see attached ergonomic report)
    - 2 workstations with 2 PCs for check in/check out with space for 2 trucks and 1 tub,
    - 1 workstation with one PC for deleting materials, adding donations, sorting book sale items, etc. with enough space for a PC, plus 36" work surface, plus space for one book truck and one tub,
    - 1 workstation for serials entry and maintenance,
    - 1 workstation with one PC for the IT Techs to share to check email, make phone calls, and store personal belongings.
    - 4 workstations with 4 PCs for general use (by circulation staff, shelving assistants and library aides as well as other staff) – email, editing library materials, etc., and
    - 2 workstation for volunteers with space for 1 book truck
- Floor space to park 23 loaded (double sided) book trucks and 12 tubs.

Furnishings:
- Systems furniture workstations for 2 full time circulation staff members and two IT Tech staff members, each with: ergonomic chair, and lockable 2-drawer file cabinet underneath, shelves and tack board above workstations, space for a book truck or a tub.

- Built-in counter top workstations (as described above – total of 18) with shelves above each, pencil and 2-drawer file underneath and ergonomic chair for each of the workstations. [CC]
- 40 staff mail boxes [one for each staff member (30), plus 10 for special projects/functions.] [CC]
- Supply cabinet or closet with 48 linear feet of shelving (some with 12"deep shelving and some with 18" deep shelving) for general office supply storage [CC]
- Counter-high, concrete pedestal for safe [CC]
- 48 linear feet of shelving
- Counter space [CC] for a staff copier, fax machine, emergency phone, flatbed scanner, and paper cutter (Equipment will move from the current facility.)

Equipment:
- 4 staff PCs with 2 networked printers (for Library Assistant II, circulation staff and IT Tech staff)
- 4 workroom function PCs with two networked printers
- Telephones (on some– not all– of the workstations)
- Safe, staff copier, fax machine, emergency phone, flatbed scanner, and paper cutter

Adjacencies:
- Circulation Desk
- Delivery Area
- Book Drop Room
- Staff Conference Room

Other:

Adult/Young Adult Information Services Staff Work Area:

Size:
- 780 NSF including space for three full time staff (300 NSF) and six part time staff (480 NSF).

Purpose:
This space is used for preparing team assignment, completing projects, writing reports, evaluating collections, ordering materials and reading email.

Setting:
- Separate; enclosed area with windows that open and allow staff to see outside. .
- One large modular work space to be shared by 3 full time and six part time information/young adult services specialists. A combination of systems furniture workstations (each with ergonomic chair, lockable 2-drawer file cabinet underneath, 2 or 3 shelves and tack board

above workstation) or built-in counter top workstations (each with 2 or 3 shelves above, pencil and 2-drawer file underneath and ergonomic chair) can be used. Flexible furniture, which will allow for shared workstations, is desirable because the size of the staff may change.
- Full time staff work area to be part of modular space but separate to allow for planning and more intense projects.
- PCs are shared by staff so a separate workstation for PC access should be provided in each modular work area for every group of 3 staff members.

Furnishings for each full/part time staff member plus 3 PC workstations:
- Desk with tack space.
- Ergonomic chair
- 2-drawer file cabinet
- 2 36 inch shelves at or above workstation
- 3 Workstations for shared PCs. Networked printer should be centrally located in workroom.

Equipment:
- Telephone for staff and PC
- 3 PCs (networked to workroom printer) in area where can be shared
- Networked printer in staff workroom area

Adjacencies:
- General Staff Workroom
- Librarian II's Office
- Adult/Young Adult Circulating Collection, if possible

Other:
- Many electrical outlets for flexibility

Children's Services Staff Work Area:

Size:
- 460 NSF (including space for 3 full time (300 NSF) and two part time (160 NSF) staff.

Purpose:
- This space is used to complete projects, write reports, evaluate collections, order materials, and read email.

Setting:
- Separate; enclosed area with windows that open and allow staff to see outside. .

- One large modular work space to be shared by 3 full time and two part time children's services specialists. A combination of systems furniture workstations (each with ergonomic chair, lockable 2-drawer file cabinet underneath, 2 or 3 shelves and tack board above workstation) or built-in counter top workstations (each with 2 or 3 shelves above, pencil and 2-drawer file underneath and ergonomic chair) can be used. Flexible furniture, which will allow for shared workstations is desirable, because the size of the staff may change.
- Full time staff work area to be part of modular space but separate to allow for planning and more intense projects.
- PCs are shared by staff so a separate workstation for PC access should be provided in each modular work area for every group of 3 staff members.

Furnishings for each full or part time staff member plus 2 PC workstations:
- Desk with tack space
- Ergonomic chair
- 2-drawer file cabinets
- Separate workstation for 2 PCs in area where can be shared
- Bulletin boards
- 2 36 inch shelves at or above desk
- Flat file cabinet (2 sets of 5, stacked OK) for posters, paper for crafts, etc.
- Project table (3' x 8')

Equipment:
- Telephone for each staff member and at each PC station
- 2 PCs (networked to workroom printer) in area where can be shared
- Networked printer in staff workroom area

Adjacencies:
- General Staff Workroom
- Librarian II's Office
- Children's Area and Children's Collection, if possible
- Children's Program Room and Storage Space, if possible

Other:
- Many electrical outlets for flexibility

Delivery Area:

Size:
- 240 NSF

Purpose:
- Delivery of interoffice mail by Department's messenger service. In addition to daily mail pouches, books and other materials are transported and delivered in wheeled laundry or depressible tubs (22" wide x 26" high x 31" long) or hand carried in boxes (11" wide x 16" long x 17" high). Space is needed for outgoing tubs and boxes of book sale donations or library discards. The delivery route and interior path must not interfere with public service.

Setting:
- Entry configured so that a delivery truck (equipped with hydraulic lift) can back straight to the entrance and unload off the back of the truck. If possible, delivery bay should be designed so that there is a dock at truck bed level to facilitate deliveries by Department interoffice delivery as well as the US Post Office and other vendors. No steps permitted; provision must be made for pushing 150 lb. tub loads, with space defined for outgoing and incoming deliveries. Create a vestibule for this doorway to keep cold or hot air out of the workroom area when deliveries are made. Must not interfere with public functions or access. If on different floor than library, easy access to service elevator taking delivery directly to General Staff Workroom.

Furnishings:
- Space to keep 8 laundry or depressible tubs (as described above), and to stack 50 book sale boxes (12 rows, each 5 boxes high).
- Utility shelving at 60-72 inches high with 18 inch deep shelves around perimeter for storage of supplies, maintenance items, surplus carpeting, etc.

Equipment:
- None

Adjacencies:
- General Circulation Workroom (elevator access from delivery area)
- Exterior loading area

Other:
- May serve as staff entry.
- Exhaust system must be sufficient to prevent truck exhaust from entering the building.

NOTE: Staff entrance area and access needs to be by separate door not available for public use if

at all possible. Access for staff should be directly into staff workroom if possible.

Book Drop Room:

Size:
- 80 NSF (does this need to be larger due to RFID specs?)

Purpose:
- Customers return materials (print and audio-visual) through accessible slots from the exterior of the building and from the interior lobby, if applicable.

Setting:
- Fire-rated, sprinklered, enclosed room with space for 4 depressible tubs to receive materials.
- RFID check in system to allow automatic check-in and minimal sorting of returns.

Furnishings:
- None

Equipment:
- Two adjacent slots– one for print and one for audio-visual materials, lockable, placed so that returns empty into two depressible tubs. [CC] Use of RFID technology for security and check-in may impact configuration of slots.
- Signage over the drop; directional signage at street level. [CC]
- 4 depressible tubs.
- RFID check-in and sorting of returns equipment.

Adjacencies:
- General Circulation Workroom
- Circulation Desk
- Staff elevators
- Public library entry points

Other:
- Fireproofing the room and other security measures are necessary to protect the building in case something flammable is dropped into the book drop.

Sorting/Building Storage Area

Size:
- 200 NSF

Purpose:
- Provide space for storage and sorting of donations
- Provide areas for "snag" shelf, deletions etc.
- Storage for computer and printer supplies
- Space for surplus building materials (extra tile, rug, shelving, etc.)

Furnishings:
- 42 linear feet of shelving for books: 3 shelves, 12" deep, 3 shelves 18" deep. (Each shelf 3' long)
- 9 linear feet (32" deep) of counter or workspace for volunteer workers [CC]
- 1 ergonomic chair
- Utility shelving for building materials (some 14-16 inches wide).

Equipment:
- None

Adjacencies:
- General Staff Workroom
- Elevator access

Other:

Staff Conference Room:

Size:
- 500 NSF

Purpose:
- Groups up to 30 for meetings, conferences and workshops. The staff of the library will use the room(s).
- Online training room for staff.

Setting:
- Separate enclosed conference room with operable wall to divide room in half to be used by two groups at once. Room has windows to outside; 2 entry doors with glass vision panels.

Furnishings:
- 2 conference tables for 15 (can be combined to form 1 large table)
- Chairs for 30
- Laptop and LCD
- Small storage cabinet
- Workstations for 2-3 computers with Internet access for online training

Equipment:
- Laptop and LCD
- Telephone
- Wipe-off board [CC]
- 2 flip charts
- Television with DVD player [CC]
- 2-3 PCs with Internet access to online training opportunities
- Laser Printer

Adjacencies:
- General Staff Workroom
- Agency Manager's Office
- Staff Toilets

Other:
- Internet connection
- Cable TV connection

Staff Facilities:

Size:
- 440 NSF

Purpose:
- Staff lunchroom, place for meals, lounge area, and work breaks.

Setting:
- Restful, soft and comfortable, with windows; change of character from the work areas.

Furnishings:
- 6 round tables seating 5-6
- 30 chairs

- Base and wall cabinets and counter tops. [CC]
- Lounge seating/end tables for 8 (including a couch)

Equipment:
- Sink with garbage disposal and deep enough for coffee urns [CC]
- Refrigerator [CC]
- Microwave oven [CC]
- Dishwasher [CC]
- Vending machine for drinks
- Telephone
- 20 lockers for staff [CC]
- 21" TV/DVD player with County cable to access the government channel [CC]

Adjacencies:
- Staff Toilets
- Removed from work, public and delivery areas, but convenient to them

Other:
- Coat closet for staff is required.

Staff Toilets and Shower:

Size:
- 240 NSF (2 toilets) and one shower – if staff are on multiple floors, provide at least one toilet in the workroom area for each floor that staff are located on.

Purpose: Staff toilets and shower

Setting:
- 2 Single occupant, fully accessible toilets, with locking doors
- Shower to meet Silver Leed certification requirement

Furnishings:
- Table or surface for coats, handbags, totes, etc. in each restroom

Equipment:
- In each room [CC-all]
         Toilet
         Grab bars,
         Toilet Tissue and Paper Towel dispensers

Sink
Mirror with shelf
Soap dispenser

Adjacencies:
- Removed from General Staff Workroom, public areas, and delivery area, but convenient to them
- Removed from Staff Facilities but convenient to it

Other: Staff toilets must not open off of the staff kitchen as it does in the current facility.

CHAPTER 6: Mechanical Room:

Size:
- 1,070 NSF

Purpose:
- House building HVAC and electrical equipment, and provide on-site storage of filters and other HVAC supplies.

Setting:
- Acoustically isolated from occupied spaces.

Furnishings:

Equipment:
- Provide voice and data line in mechanical rooms.

Adjacencies:
- Exterior access only for personnel and equipment maintenance.

Other:
- Telephone and LAN equipment need separate rooms within, or outside this space, and should not be co-located with any other equipment, i.e., electrical or mechanical room.
- Provide floor drain.

CHAPTER 7
COMPONENTS OF THE SILVER SPRING LIBRARY

The design shall incorporate all required space and systems to accommodate all noted furnishings and equipment. Additionally, where noted as [CC], the furnishings or equipment shall be designed and included in the construction contract.

Common areas

Meeting Rooms:
There will be two meeting rooms: a large, divisible room seating up to 200 people and a smaller conference room seating 25 people. A lobby of 400 NSF will provide a entry space and waiting area for the large meeting room and the conference room.

- The meeting rooms must be able to be closed off from the library at closing time to accommodate late meetings, allowing users to access restrooms and exit(s) from the building.
- The meeting room storage areas must have doors with locks and provide space to store stacked chairs and folding tables, a podium, coffee pots, cleaning supplies, audio-visual equipment (overhead projector, TV/DVD player, PA system), and U.S. flag with stand. Lighting should be configured so all lights are on dimmer switches. Lights at front of each room should be able to be dimmed separately while rest of room lights remain bright
- Consider furnishings that recess into walls or floors for easier setup purposes; specify durable but light weight tables and chairs. Some chairs should have arms for those users who need assistance in getting in and out of them.

Large Room
Size:
- 2500 NSF plus shared 400 NSF lobby
- 300 NSF storage room (for both conference room and large meeting room)

Purpose:
- Meetings for library-related activities and meetings of community groups of up to 200 people during and outside of library operating hours. Space should have an operable wall (electrically operated), that is sound proof, and will allow staff to create two meetings rooms.

Setting:
- Multi-purpose space, self-contained, good lighting (windows with blinds acceptable), acoustically treated for noise and sound control; carpeted.
- Divided by highly-rated-for-sound acoustic and operable partitions into 2 rooms, with separate entrances for each.

- Audio loop capability for entire 200 seat room plus option to use in one of the divided rooms.

Furnishings:
- 200 stackable chairs on movable dollies
- 15 (7') folding tables on movable carts or that fold down in place along walls.
- Podium or Lectern (1 for each section) [CC]
- Base and wall cabinets and counter top for each section [CC]
- Electrically operated retractable projection screen for each half of the larger room
- Fold down stage

Equipment:
- Acoustic electrically operated folding partition(s) [CC]
- Sink with tall faucet for filling coffee urns (for each section) [CC]
- Television with DVD player on moveable cart or mounted on a wall [CC]
- Audio loop (for each section) [CC]
- Erasable white boards for each section [CC]
- Separate security system (for each section) Coordinate with County Security consultant.
- Molding on wall for hanging pictures (for each section) [CC]
- Wired/cabled for Internet access (for each section) [CC]
- PC projection equipment for 200 seat room and at least one of the smaller divided rooms[CC]
- Portable microphone and amplifier unit

Conference Room
Size:
- 500 NSF plus shared 400 NSF lobby
- See note about storage in large room description.80 NSF for kitchenette

Purpose:
- Meetings for library-related activities and meetings of community groups during and outside of library operating hours seating up to 25 people.

Setting:
- Multi-purpose space, self-contained, good lighting (windows with blinds acceptable), acoustically treated for noise and sound control; carpeted.

Furnishings:
- 25 stackable chairs on movable dollies
- 3 (7') folding tables on movable carts or that fold down in place along walls.
- Podium or Lectern

- Base and wall cabinets and counter top
- Electrically operated retractable projection screen

Equipment:
- Television with DVD player on moveable cart [CC]
- Audio loop [CC]
- Erasable white boards [CC]
- Separate security system Coordinate with County Security consultant.
- Molding on wall for hanging pictures [CC]
- Wired/cabled for Internet access [CC]
- Kitchen sink (deep enough for coffee urns) for kitchenette
- 48 inch counter space for sink area for display of food and placement of coffee urns and plates/utensils
- Portable microphone and amplifier unit

Adjacencies:
- Exterior/Library Entry/Lobby
- Public Toilets

Other:
- Electric outlets in kitchenette area for coffee urns.

Public Toilets:

Size:
- 720 NSF – for each set of restrooms on each public floor
- Part of gross program, not in net assignable area

Purpose:
- Public restrooms, one male, one female – on each public floor

Setting:
- Accessible, with easily maintained and cleaned finishes. Consider poured floor used recently with White Oak and Chevy Chase restroom renovations.
- Provide handicapped door devices on all doors.
- Provide hardware that will allow locking of doors (future plans).

Furnishings: Shelf in each stall which folds down to hold library materials, a handbag or other small carry in type items. Door should have hooks for accommodating coats and totes with handles.

Equipment:
- Water closets, lavatories, toilet accessories, toilet partitions, waste cans, electric hand dryers, pouch-type soap dispensers, and jumbo roll toilet tissue dispensers, and sanitary napkin dispensers. [All CC]
- Consider individual sinks instead of multiple sinks in long counter. Place hand dryers over counters to avoid water pooling on sinks or floors.
- Pull-down baby changing station in each toilet. [CC]
- Table or surface for placement of materials while using sinks.

Adjacencies:
- Meeting rooms; visible from a library service point, if possible.

Other: Must be in an area that can be closed off from the library when the library is closed and meeting rooms are in use. If library is on multiple floors, multiple sets of toilets may be needed.

Janitor Closets:

Size:
- 80 -100 NSF on each floor of the multiuse building
- Part of gross program, not in net assignable area

Purpose:
- Storage and preparation of janitorial supplies.

Setting:
- Accessible to cleaning staff without entrance to public toilets. Floor should be mopable. Flooring outside of closet should be tile or other easily cleaned surface, not carpeting.

Furnishings:
- Shelving for cleaning supplies. [CC]
- Storage for equipment and tools in one of the closets (ladder) [CC]
- Towel rack to dry wet towels
- Coat rack or hooks
- Cabinets for bags, salt, toilet paper, etc.

Equipment:

- Janitor's sink [CC]
- Mop holder [CC]
- Utility hooks for "wet floor" signs and other hanging items
- Message board

Adjacencies:
- Public toilets
- Staff Facilities

Other:

Multifunction Printer and Copier Machines for Public Use:

Size:
- 150 NSF – These machines will be distributed over each service floor.

Purpose:
- These machines may be owned and operated by a private company in partnership with the Library Department.

Setting:
- Visible, well signed. Consider placing machines behind glass screened area to minimize noise, debris and visual clutter, while providing visual control. Allow queue space for 2 people for each machine.

Furnishings:
- Some table or counter space for machine users. [CC]

Equipment:
- 3 machines, plus a lockable cabinet to store paper and supplies.

Adjacencies:
- Convenient to the service point, public Internet PCs and collections on each floor or located within various reading rooms– reference, adult/young adult, and children's.

Other:
- Each machine needs some space on which customers can place other materials. Note that each machine requires its own electrical circuit.

CHAPTER 8
SHELVING

Most of the Silver Spring Community Library's current shelving is old and made of wood, although there is some newer metal shelving with wood end panels. Almost all of the shelving must be replaced. If any shelving in the current building is reusable—and perhaps a very small percentage is—funding is necessary for reconfiguring, refinishing and relocating it. Some of the new end panels may be slat-wall to allow for displays. All of the remaining end panels will be of wood veneer and will require end-of-stack digital directional signs.

Shelving should be of a type that allows integration of different types for different sizes and kinds of collection materials (DVDs, paperbacks, etc.) Use slanted bottom shelves for the adult fiction and nonfiction collections and the school age children's fiction and nonfiction collections to make it easier to read and access items on the bottom shelves. The lowest height shelving possible should be considered were space permits, to encourage an open, uncluttered appearance.

Note: The cost of all (100%) new shelving will be included in the project budget. If deemed to be cost effective, reuse of existing shelves may be implemented. All new shelving will be purchased outside of the general construction contract.

Also, as noted previously, the architect is responsible for doing the shelving plan, and if some of the current shelving is to be reused, how and where it will be reused needs to be specified in the plan.

CHAPTER 9

Adjacencies

Public areas

Library Entry/Lobby

Adjacencies:
- Parking area
- Circulation area
- Public Toilets
- Meeting Rooms

24 Hour Library and Material Display

Adjacencies:
- Library Entry/Lobby

Special Display Area

Adjacencies:
- Library Entry/Lobby

Circulation Area:

Adjacencies:
- Library entry/lobby
- General circulation workroom
- Information Service Point

Self Service (Express) Check Out Area:

Adjacencies:
- Entrance/exit
- Circulation area or easy access to floor where circulation desk is located.

Information Service Points

Adjacencies:
- Easy access to the relevant collections for the floor of the library
- Clearly visible from library entry, elevators and internal stairwells.
- Within line-of-sight of as much of the library as possible.
- Direct sight lines to the circulation desk for the information service point on entry level of library.
- Located so that staff may easily monitor the entry area
- Circulation desk and staff workroom areas, if possible

PCs and Printers for Internet, Online Public Access Catalog (OPACs) and other Electronic Uses:

Adjacencies:
- In more than one location in the reading room areas, some convenient to the circulating collections

- 1 near the Entry/Lobby to the library for quick use by the public
- Some in the reference area
- Some in the periodical area
- A few convenient to the service points on each floor
- Some visible from entry on each floor
- Some in children's area

Adult Reading Area/Adult Circulating Collection:

Adjacencies:
- All areas must be visible from staffed service points
- Non-fiction shelving convenient to both the young adult area and reference collection
- Young adult

Disability Resource Center collection and PC Lab

Adjacencies
- Entry area to library
- Circulation Desk

Reference Collection:

Adjacencies:
- Information service point
- Periodicals
- Adult non-fiction collection

Periodical Collection:

Adjacencies:
- Adult Reading Area
- Reference collection
- Equipment may be in separate adjacent area
- Young Adult

Adult Quiet Study Rooms:

Adjacencies:
- Clear line of sight to Information service point.
- As distant as possible from young adult area.

Adult Group Study Rooms:

Adjacencies:
- Convenient to adult collection

Literacy/Tutoring Rooms:

Adjacencies:
- Adult Reading Room

Media Lab:

Adjacencies:
- Meeting Rooms
- Within sight lines of Service Points
- Staff Conference Room

Young Adult Area:

Adjacencies:
- Separated clearly from the children's area and near the young adult and adult collections (especially popular materials, such as periodicals, videos, etc.)
- Within line of sight of the service points, for easy supervision.
- Near the Reading List collection
- Literacy/Tutoring and Group Study Rooms: Clear line of sight to the service point and as distant as possible from children's area.

Children's Area/Children's Collection:

Adjacencies:
- Easy access and visibility from Library Entry with child-oriented signage
- Convenient to public toilets and/or Family/Unisex Toilet
- Children's Quiet Study Room
- Children's Staff Office Area, if design layout permits
- Children's Program Room

Children's Literacy/Tutoring Rooms:

Adjacencies:

- Convenient to children's areas.

Children's Programming Room

Adjacencies:
- Picture book area of Children's Collection and Parent/Teacher Collection
- Children's Program Storage
- Within easy range for supervising from the Children's Information Service Point.

Children's Program Storage:

Adjacencies:
- Children's Programming Room
- Children's Staff Room (and other staff areas), if design layout makes it possible.

Family and/or Unisex Toilet:

Adjacencies:
- Near Children's Picture Book Area
- Children's Programming Area

Staff Areas

Agency Manager's Office:

Adjacencies:
- General Staff Workroom

Assistant Branch Manager's (Senior Librarian's) Office:

Adjacencies:
- General Staff Workroom
- Library Manager's Office

Library Assistant Supervisor's (LAS) Office:

Adjacencies:
- General Staff Workroom
- Circulation Desk

Library Assistant II's Work Space:

Adjacencies:
- General Staff Workroom
- Circulation Desk
- LAS Office

Librarian IIs' Work Space:

Adjacencies:
- General Staff Workroom
- Library Manager's Office
- Collection appropriate to each service

General Staff Workroom:

Adjacencies:
- Circulation Desk
- Delivery Area
- Book Drop Room
- Staff Conference Room

Adult/Young Adult Information Services Staff Work Area:

Adjacencies:
- General Staff Workroom
- Librarian II's Office
- Adult/Young Adult Circulating Collection, if possible

Children's Services Staff Work Area:

Adjacencies:
- General Staff Workroom
- Librarian II's Office
- Children's Area and Children's Collection, if possible
- Children's Program Room and Storage Space, if possible

Delivery Area:

Adjacencies:
- General Circulation Workroom (elevator access from delivery area)
- Exterior loading area

Book Drop Room:

Adjacencies:
- General Circulation Workroom
- Circulation Desk
- Staff elevators
- Public library entry points

Sorting/Building Storage Area

Adjacencies:
- General Staff Workroom
- Elevator access

Staff Conference Room:

Adjacencies:
- General Staff Workroom
- Agency Manager's Office
- Staff Toilets

Staff Facilities:

Adjacencies:
- Staff Toilets
- Removed from work, public and delivery areas, but convenient to them

Staff Toilets and Shower:

Adjacencies:
- Removed from General Staff Workroom, public areas, and delivery area, but convenient to them
- Removed from Staff Facilities but convenient to it

Common areas

Mechanical Room:

Size:
- 1,070 NSF

Adjacencies:
- Exterior access only for personnel and equipment maintenance.

Meeting Room and Conference Room:

Adjacencies:
- Exterior/Library Entry/Lobby
- Public Toilets

Public Toilets:

Adjacencies:
- Meeting rooms; visible from a library service point, if possible.

Janitor Closets:

Adjacencies:
- Public toilets
- Staff Facilities

Multifunction Printer and Copier Machines for Public Use:

Adjacencies:
- Convenient to the service point, public Internet PCs and collections on each floor or located within various reading rooms– reference, adult/young adult, and children's.

CHAPTER 10
SUMMARY OF LIBRARY PCs AND PRINTERS IN THE BUILDING:

Note: Because of the way staff does its work and the way information is delivered to customers, it is conceivable that by the time the new library opens, there may be many more PCs in the building. Therefore, note that every staff desktop and most of the public tables and carrels need to be able to accommodate a PC (adequately sized desk/table surfaces & power/cable available).

	#	Total # 25
LIBRARY STAFF PCs		
Information/Public Service Desks		7
Circulation		3 plus Pocket Circ
Information Desk 4th Floor, 5th		2 + 4 portable PC/laptops for rovers
Children's Service Desk, 3rd floor	1	
Library Work /Staff Offices		4
Agency Manager's Office	1	
LAS Office	1	
Assistant Branch Manager's Office	1	
Librarian IIs	1	
Library Work Room Modular Work Spaces		14
General Circulation functions	3	
Serials Check-in	1	
Adult /Information Services staff	3	
Children's Information Services Staff	2	
Circulation Services Staff	4	
Technology Specialist Staff	1	
PUBLIC PCs		40
Located in the following areas: 1200 NSF		
Adult Reading Room,		
,Young Adult areas, and		
Children's area		
Specialty PCs (Job Information and Children's Emergent Literacy)		
Queuing and Sign Up Stations on each floor for Internet		6
CATALOG PCS (with staff password access to circulation and catalog functions)		8
Located in the periodical and reference room and on each public service floor of the library		
TRAINING LAB (some Macintosh)		12

DISABILITY RESOURCE AND SPECIALTY SOFTWARE LAB   12

TOTAL LIBRARY PCs   78

TOTAL STAFF PCs   25

TOTAL LIBRARY NETWORKED PRINTERS: 9

TOTAL STANDALONE OFFICE PRINTERS   5

TOTAL MULTIFUNCTION PRINTERS/COPIERS   3

NOTE: Currently, the Library has 13 staff PCs (3 at circulation desk; 3 at information desk; 4 shared in circulation and information staff workrooms, 3 in offices [Library Manager, Senior Librarian, LAS]) and 22 public PCs (14 for adult information, 2 for Express, 4 for catalog and databases, and 2 for children's information), for a total of 35 PCs. They have 7 networked printers plus one standalone printer for staff use. There are two multi-functional devices (MFDs) that the public uses to print and for photocopying. All of this equipment will be moved to the new building. **The CIP requires funding for the additional 48 PCs, 4 standalone printers, 2 networked printers and one additional multifunction printer/copier machine.**

NOTE FOR ALL PC's: A maximum of 2 PCs should be on an electrical circuit.

CHAPTER 11
SUMMARY OF CARPETING, FURNITURE AND EQUIPMENT REQUIREMENTS:

Since nearly all of Silver Spring Library furnishings are old and no longer serviceable, they will need to be replaced. Carpeting must be of a very high quality to withstand fifteen years of heavy public traffic.

The architect is responsible for doing the furniture and shelving plans, as well as for consulting with staff to order the furniture within the furniture budget.

The following must be replaced or added: 1) shelving—see also shelving chapter (if any shelving in the current building is reusable—and perhaps a very small percentage is—funding is necessary for reconfiguring, refinishing and relocating it); 2) furniture in public areas including study tables, carrels, study and lounge chairs, atlas stand, PC workstation furniture, adult and children's information and circulation service points (including files and drawers associated with them), meeting room furniture, TV/DVD player for meeting rooms, LCD projectors, and self-charge machines; and 3) furniture in staff areas, including desks (replace with systems furniture), chairs, and modular workstations.

There are some items that can be moved to the new or expanded library:
- all of the existing PCs and printers can be moved; however additional PCs and printers will be needed in the new building– see chapter titled "Summary of PCs in the Building";
- telephone system, including emergency cell phone, will be moved. Additional instruments will be needed since there will be a larger staff in the new building and a multiple floor building layout will demand more;
- public multifunctional devices (MFDs) used for printing from the PCs and photocopying and staff copy machines (leased and owned, respectively);
- various pieces of equipment for children's programming (TV/DVD player, CD and videodisc, and penny theater);
- cash register,
- general file cabinets (need some new ones as part of systems furniture in staff offices and work spaces),
- various types of library equipment, such as the safe, fax machine, flatbed scanner and paper cutter
- the historic mural and outdoor lion sculpture should be moved to the new library.

CHAPTER 12
ENERGY PROGRAM OF REQUIREMENTS:

Introduction

Energy efficiency, a healthy indoor environment, high performance, high quality, affordability, environmental sustainability, and low operating costs are important design goals for this facility. The designer is required to meet an energy consumption budget and a prescribed set of sustainable building designs on the facility as set by the Owner. The designer must provide the expertise, teamwork, and quality control to meet the energy consumption budget simultaneously with fixed cost of construction and all program requirements.

High performance, energy efficiency, low operating costs and sustainable design will be achieved through a whole buildings or systems engineering method that approaches buildings as integrated systems rather than a series of independent component selection.

The designer shall specifically follow all design procedures of DFS *Energy Design Guidelines* (EDG) latest CDROM edition. Major program elements in the EDG are as follows:

- Overall Design – Design for energy efficiency must be controlled and verified by following the "road map" of required meetings, reports and coordination points during each phase of design. Technologies and standards are set by building size. Sustainable designs are emphasized including appropriate use of day lighting, passive solar and utilization of green building technologies. The design team should submit a set of technologies and design options for review at pre-design stage. The design team is expected to adopt whole building design practices, including the use of energy efficient and environmentally sustainable technologies. The design should encourage improvements in productivity, customer utilization, personal health, comfort and sustainability.

- Energy Analysis – Hourly energy analysis is required to demonstrate compliance with energy budget and perform life-cycle-cost analysis. Analysis to follow specified options and economic factors. DOE-2 simulation is required if extensive use (if day lighting is incorporated into design).

- Thermal Envelope Design – Envelope must be well insulated, free of drafts and cold interior surfaces, and provide natural lighting into the building. Use ASHRAE 90.1 component packages for window area and insulation levels, NIST required details for air-barriers and thermal integrity, and recommended glass and frame requirements.

- HVAC Design – Mechanical design must be efficient and readily maintainable. Designer must follow guidelines on plant and system types, high-efficiency equipment, VFD's, condensing

boilers, commissioning, refrigerant types, and distribution system design standards. Submit equipment sizing based on actual programmed loads. Oversizing is not permitted. For this building size, a new central heating and cooling plant is required.

- Energy Management Systems – Direct-digital control technology are required for automatic temperature control and energy management of HVAC systems and ON/OFF scheduling of exterior and interior lights.

- Ventilation & Indoor Air Quality, Filtration – the air quality must be healthful. Required use of ASHRAE Standard 62.

- Lighting Design – Lighting design must be of high quality meeting but not exceeding IES recommended light levels on tasks, visually comfortable, free of reflected glare, using high-efficiency lamps, ballasts, fixtures and controls as specified in Energy Design Guidelines. Facility must use 65 percent or less of the lighting wattage budget established by ASHRAE standard 90.1-1989 or latest edition.

Energy Budget

The Owner requires that building designs meet preset energy budgets. For this building, an energy budget of 67 Thousand Btu per gross interior square foot per year has been set for the facility as a whole. The Architect must analyze the facility as a whole for energy conservation opportunities and include program items for the project necessary to meet the energy budget.

The budget figure includes all metered energy use at the site, including energy for HVAC systems, lighting of the building and grounds, elevators, motors, water heating and receptacles. The Architect is responsible for identifying cost-effective energy conservation strategies, which will meet the Building Energy Budget. However, the Owner will determine which strategies are to be analyzed and which options are to be implemented in design.

For purposes of certifying energy budget compliance the consultant must use one of the programs currently accepted, namely:

1) DOE2 – latest available microcomputer version
2) Carrier H.A.P.
3) Trane Trace

The energy analysis should include annual energy simulation of the following types of cases:

- "Base Case": Analysis of the complete facility with all prescriptive features definitely included in the program through *Energy Design Guidelines*.

- "Alternative Packages": Alternative HVAC systems or building features as described under Life-Cycle-Cost analysis options below.

Life-Cycle Cost Analysis

Life-cycle cost analysis should be performed to select the least-cost option in HVAC and envelope options for the facility over a 15-year analysis period. Preliminary options for this size building are as shown in the Technology Application Matrix of the *Energy Design Guidelines*.

Reporting Requirements

The results of the Energy Analysis, Life-Cycle-Cost Analysis, and Prescriptive Requirements Analysis must be properly documented for review by the Owner. Reports are due concurrent with the Schematic and Design Development submittals. The consultant must follow the energy CD ROM report output to fulfill contractual requirements for Schematic Design and Design Development.

HVAC System Design Criteria

The proposed HVAC system must be designed with the following design intent:

    a.   The system must be designed with particular focus for energy efficiency, ease of operation, maintainability, and meeting the programmatic requirements of the County agencies using the facility.

    b.   The proposed HVAC system must be selected based on the requirements of the County's Energy Design Guidelines and the Technology Application Matrix.

    c.   The system and equipment must be properly sized. Care should be taken to avoid oversizing of equipment. Building-specific calculations must be submitted to document and justify the equipment sizing.

    d.   The ventilation design must meet the latest edition of BOCA as adopted by the County and in compliance with ASHRAE Standard 62. Actual ventilation rates must match the specific uses of the program spaces. A complete tabulation of proposal ventilation requirements specific to the project must be submitted for review at schematic design.

Equipment Ratings   All equipment must meet or exceed the energy efficiency ratings stipulated in the County's Energy Design Guidelines.

Building Pressurization   Unless explicitly excluded, the HVAC system design must provide a positive pressure of no less than 0.1" W.G. to minimize infiltration and moisture

migration across the thermal envelope. A building pressure riser diagram must be shown on the construction documents indicating all intake and exhaust air volumes for the whole building.

Comfort Conditions   Indoor environmental conditions should be appropriate for the space use and conform to the programmatic requirements of the County's user agencies. Indoor environmental conditions must meet the ASHRAE Standard on Thermal Environmental Conditions for Human Occupancy (ASHRAE/ANSI 55-1992) or its latest revisions.

Commissioning   The designer must include in the bid documents the County's Commissioning Specifications for HVAC, Mechanical and Electrical Systems. (Refer to the latest version of the "Design Manual" for more information for Commissioning process and requirements.)

Duct Design   Use of oval and round ducts is required. The design for ducts must not have duct dimensions less than 8" in height and the difference between main and branch ducts must be 3" or greater. The aspect ratio of ducts must not exceed 2.5. A 45-degree duct take-off with manual balancing damper must be shown in the floor plan for each branch duct and a detail shown on the construction document. No plenum return is permitted. All return and exhaust air must be ducted. All flexible ducts must not exceed 6 feet in length and a Mylar-reinforced liner with factory-applied insulation specified. No polyethylene liner for flex duct is allowed. Provide external insulation on all ducts.

Air Distribution Devices All ceiling diffusers selected must be constructed single-pieced, stamped cone diffusers with 4 cones, integral coanda pockets and face panel (if applicable) for drop-in ceiling installation. Drum diffusers may be used for high ceiling application. No perforated diffusers of any type are permitted.

Air Filtration   Filters should be designed for 350fpm nominal face velocity with 2" depth. Filter efficiency for air handling unit application must have a pre-filter of 25-35% dust arrestance efficiency and a final filter of no less than 65% dust arrestance efficiency.

Equipment Accessibility Designer must select and design the mechanical system for maintainability and accessibility. A net clearance of 36" must be maintained around all major equipment including air handlers, boilers, pumps, expansion tanks and control panels. Coil-pull spaces must be clearly dimensioned on the mechanical room layout. Provide 1/4 scale mechanical floor plan. No 1/8-scale layout is permitted. Provide section plan of the mechanical room showing the relative clearances of duct mounting heights and pipe mounting. Provide an upper level plan, if appropriate to show duct and piping layouts.

Composite Drawings Requirement: The specifications must include composite
          drawings showing coordination between various trades such as structural, piping, power
          conduits, sprinkler piping and heads, and lighting fixture locations. These must be
          submitted by the contractor prior to the installation of any ductwork or piping, and note
          on the mechanical drawings.

Fire Alarm System: The fire alarm system should be device addressable, analog detecting,
          low voltage and modular with multiplex communication features in full compliance with
          all applicable codes and standards. The design documents must show the entire system
          using schematic wiring diagram including all modules, circuit interface panels, power
          supplies, emergency generator connection, all intelligent addressable manual pull
          stations, heat and smoke detectors, monitoring and supervised control panels,
          annunciator panel, video display terminals and fireman's phone jacks. Clearly delineate
          transmitter zones and sub-zones for the system using a simplified floor plan.

          Required in the specification is a two-year warranty from date of occupancy on
          equipment and wiring from inherent mechanical and electrical defects. Allowable
          manufacturers are Simplex and Pyrotronics. No substitution is permitted.
          Provide communication linkage device to connect the fire alarm to the digital EMS
          system. Fire alarm and security systems using EMS software and network must send
          signal to the County Command Center and 7 Locks Facility.

CHAPTER 13
PLANNING ASSUMPTIONS & METHODOLOGY:

A.   <u>Planning Assumptions</u>

The following basic assumptions were established early in the development of this program and form the basis for subsequent conclusions:

1.   This POR describes a stand-alone library facility. This is not meant to limit the possibility of co-location or partnership scenarios of development.

2.   The automated and computerized aspects of library services will continue to grow. Requirements for access to electronically stored information is increasingly important and must be accommodated; current library planning trends indicate that electronic resources function <u>in addition to</u> print collections and do not necessarily replace them.

3.   The total collection size for this library is assumed to be 175,000 volumes (102,206 adult including 18,000 non-print items, 750 reference, 284 periodical titles, 6760 young adult and 65,000 children's), based upon existing collection sizes for similar County libraries, and reflecting the estimated service area population. 25% of the collection is assumed to be circulating, leaving 131,250 volumes (130,500 from the circulating collection and 750 from the reference collection) to be shelved.

4.   The standards used in calculating the net assignable areas in this program are aggregate figures of the actual footprint of an item plus circulation area required for that item. For example, the square feet required for a single section of metal shelving equals the area of the shelving unit itself plus the area required for an appropriate aisle width normally found in a book stack area.

B.   <u>Methodology of Program Development</u>

Program development proceeded using two complementary methods simultaneously.

1.   <u>Bottom-up programming</u> began with nationally accepted planning standards for libraries, verified by actual County experience. Area requirements were developed by examining the collection size, staff, furniture and equipment needs for each space in the library.

This building block approach was used to determine a total net assignable area for the library.

2. <u>Top-down programming</u> provided a check for the results of the building block approach. The top-down approach relied on the big picture of a regional library as defined by the Department of Libraries Facilities Plan. Comparisons of collection sizes and types, equipment requirements, and staffing concerns at existing County libraries provided an overall framework for development of a comprehensive program for SILVER SPRING.

3. In order to insure that this program would be adequate and responsive to actual needs, the following procedures and methods were used to gather data and determine requirements for space, equipment, adjacencies, building performance, and ambiance:

    a. <u>Interviews</u> and <u>meetings</u> with library staff,

    b. <u>Meetings</u> with the public,

    c. <u>Report</u> from a community study: <u>Community Based Library Services Plan for the Silver Spring Library</u>, August, 2000,

    c. <u>Questionnaires</u> circulated among library staff,

    d. <u>Training</u> at the American Library Association and Public Library Association workshops,

    e. <u>Examination</u> of existing SILVER SPRING Library's collection, staffing and space utilization,

    f. <u>Comparison</u> with other existing County libraries, including lessons learned from the design and construction of the County's most recent library projects; and

    g. <u>Research</u> into current standards and methodologies for library planning, including use of the following resources:

        <u>Building Blocks for Library Space - Functional Guidelines</u>, The American Library Association, Library Administration and Management Association, Functional Space Requirements Committee, Chicago 1995.

Checklist of Library Building Design Considerations, Third Edition, William W. Sannwald, American Library Association, 1997.

Determining Your Public Library's Future Size: A Needs Assessment and Planning Model, Lee B. Brawner and Donald K. Beck, Jr., American Library Trustee Association, 1996.

Library Journal, American Library Association

Library Administrator's Digest

Montgomery County, Maryland Round 6.1 Forecast of Population in Households by Traffic Zones (1990 - 2015), Maryland National Capital Park and Planning, April 15, 1996.

1990 Census, Maryland Office of Planning

Time Saver Standards for Building Types, 3rd Edition, Joseph De Chiara and John Callender, McGraw-Hill, 1990.

Architectural Graphic Standards, Eighth Edition, The American Institute of Architects, 1988.

American Library Association Internet Web Site

Facilities Plan - Fiscal Year 1998, Montgomery County Department of Public Libraries, 1997.

Update For The New Silver Spring Library, M-NCPPC Research and Technology Center, January 2008.

A Demographic Profile of the Youth Population (2006) Montgomery County Maryland, M-NCPPC Research & Technology Center, October 19, 2007.